

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	Tara Spencer	Present
Parent/Guardian	Edwina Lawrence	Present
Parent/Guardian	Shaneka Parks	Present
Instructional Staff	Seggee Davis	Present
Instructional Staff	Erin Gore	Present
Community Member	Terry Lee	Present
Community Member	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: **Erin Gore**
Members Approving: Tesia Germain, Terry Lee, Adriana Sola, Seggee Davis
Members Opposing: None
Members Abstaining: None
Motion Passes
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*
 Motion made by: **Terry Lee**; Seconded by: **Dr. Regana Hill**
Members Approving: Erin Gore, Adriana Sola, Tesia Germain, Seggee Davis, Edwina Lawrence
Members Opposing: None
Members Abstaining: None
Motion Passes
- c. **Action Item 1:** Fill Parent Member Seats

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

Members Approving: Regana Hill, Terry Lee, Erin Gore, Tesia Germain, Seggee Davis, Adriana Sola, Shaneka Parks

Members Opposing: None

Members Abstaining: None

Motion Passes

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 for students to increase the % of grades 3-5 students scoring proficient or above on the MAP ELA assessment 17% to 22%. She states 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 domine where we performed the weakest on the Milestone the previous year.
 - II. The second action step was to implement a writing plan and monitor it. Dr. Spencer states 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 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.
 - IV. Dr. Spencer states that last year we had a huge increase in the percentage, we're looking forward to doing the same this year.
 - B. **Second Goal:** Is for students to increase the % of grades 3-5 students scoring proficient or above on the MAP ELA assessment 19% to 24%.
 - I. Dr. Spencer conveyed one action step to meet this goal is using the instructional feedback that was provided by the district and state. She states 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.

Meeting Minutes

- II. The second action step is monitoring weekly data meetings. By using a teacher led weekly data meeting rubric. Dr. Spencer states this goal is exemplified by all teachers having access to the weekly data meeting rubric; and it's 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: Increase the CCRPI student attendance rate from 64% to 70%. Dr. Spencer shares 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 align and removes any barriers for parents in hopes to impacting healthy student outcome. 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 shares her excitement about how the CIP speaks to how well we're doing and the gains we're making. She conveys when you look at the SMART goals in the strategic plan (created in 2020); we are making progress towards our goal. Dr. Spencer continues by explaining that one SMART goal in literacy is to move from 19% to 25% in proficient or above currently we are at 19%. She states that the current 19% is because a lot of learning was lost last year due to COVID. Causing us to lose a lot of progress.
 - B. Dr. Spencer states 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 shares that we are well on track to meet this goal.

Meeting Minutes

- C. The last goal is the CCRPI rate goal was 76%. Dr. Spencer states 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 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 states 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 shares 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 Edwina Lawerance was an engineer and would like to work with scholars. Edwina Lawerance 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 the 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**
- 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: [Regana Hill](#) Seconded by: [Adriana Sola](#)

Members Approving: Terry Lee, Erin Gore, Edwina Lawerance, Tesia Germain, Seggee Davis, Shaneka Parks

Meeting Minutes

Members Opposing: None

Members Abstaining: None

Motion Passes

ADJOURNED AT 4:35PM

Minutes Taken By: [Tesia Germain](#)

Position: [Secretary](#)

Date Approved: