

# Meeting Minutes

## Finch Elementary School

Date: 10/1/2020

Time: 3:30PM

Location: Zoom

- I. Call to order: 3:30PM
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Mrs. Forrestella Taylor	Present
Parent/Guardian	Ms. Melinda Malone	Present
Parent/Guardian	Ms. Maya Johnson	Present
Parent/Guardian	Mrs. Seggee Davis	Present
Instructional Staff	Mrs. Karmishala Bentley-Cuyler	Present
Instructional Staff	Ms. Nartasha Smith	Present
Instructional Staff	Dr. Delleni Guest	Present
Community Member	Mr. Michael Bracey	Present
Community Member	Mr. C. E. Patten II	Present
Swing Seat	Mrs. Wanda Washington	Present
Student (High Schools)		

Quorum Established: Yes

### III. Action Items

- a. **Approval of Agenda:** Motion made by: [Nartasha Smith](#); Seconded by: [Karmishala Bentley-Cuyler](#)  
**Members Approving:** Mr. C. E. Patten II, Mrs. Wanda Washington, Ms. Melinda Malone, Ms. Maya Johnson, Mr. Michael Bracey, Mrs. Seggee Davis  
**Members Opposing:** 0  
**Members Abstaining:** 0  
**Motion [Passes/Fails] Passes**
- b. **Fill Vacant Positions**  
 We no vacant positions.
- c. **Fill Open Community Member Seat:** We needed to replace our Open Community Member Seat that was held by Mr. Larry Banks. Principal Taylor made a nomination of Mr. C.E. Patten II to fill the Open Community Member Seat.

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Motion was made by Ms. Nartasha Smith; Seconded by Mrs. Karmishala Bentley-Cuyler

<b>Open Position:</b>	<b>Community Member</b>
<b>Nominee's Name:</b>	Mr. C. E. Patten II
GO Team Members <b>In favor</b>	Ms. Melinda Malone, Ms. Michael Bracey, Ms. Wanda Washington, Ms. Maya Johnson, Mrs. Seggee Davis, and Dr. Delleni Guest
GO Team Members <b>Opposed</b>	None
GO Team Members <b>Abstaining</b>	None

- d. **Approval of Previous Minutes:** *List amendments to the minutes:* No Amendments  
**Motion made by:** Nartasha Smith; **Seconded by:** Ms. Maya Johnson  
**Members Approving:** Mrs. Karmishala Bentley-Cuyler, Ms. Melinda Malone, Mr. Michael Bracey, Mr. C. E. Patten II, Dr. Delleni Guest, and Mrs. Seggee Davis  
**Members Opposing:** None  
**Members Abstaining:** None
- e. **Election of Officers** (*copy and complete table for each nominee for each position – list winners where indicated*)

i. **Chair: Result:** Ms. Karmishala Bentley-Cuyler

<b>Officer Position:</b>	<b>Chair</b>
<b>Nominee's Name:</b>	Ms. Karmishala Bentley-Cuyler
GO Team Members <b>In favor</b>	Ms. Nartasha Smith, Dr. Delleni Guest, Ms. Maya Johnson, Ms. Melinda Malone, Mr. Michael Bracey, Mr. C.E. Patten II, Mrs. Wanda Washington, and Mrs. Seggee Davis
GO Team Members <b>Opposed</b>	None
GO Team Members <b>Abstaining</b>	None

ii. **Vice Chair: Result:** Dr. Delleni Guest

<b>Officer Position:</b>	<b>Vice Chair</b>
<b>Nominee's Name:</b>	Dr. Delleni Guest

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GO Team Members <b>In favor</b>	Ms. Karmishala Bentley-Cuyler, Mrs. Wanda Washington, Ms. Maya Johnson, Ms. Melinda Malone, Mr. Michael Bracey, Mr. C. E. Patten II, and Mrs. Seggee Davis
GO Team Members <b>Opposed</b>	None
GO Team Members <b>Abstaining</b>	None

### iii. Secretary: Result: [Ms. Nartasha Smith](#)

<b>Officer Position:</b>	<b>Secretary</b>
<b>Nominee's Name:</b>	Ms. Nartasha Smith
GO Team Members <b>In favor</b>	Mrs. Karmishala Bentley-Cuyler, Mrs. Wanda Washington, Ms. Melinda Malone, Ms. Maya Johnson, Mr. Michael Bracey, Mr. C. E. Patten II, Mrs. Seggee Davis, and Dr. Delleni Guest
GO Team Members <b>Opposed</b>	None
GO Team Members <b>Abstaining</b>	None

### iv. Cluster Representative: Result: [Ms. Melinda Malone](#)

<b>Officer Position:</b>	<b>Cluster-Representative</b>
<b>Nominee's Name:</b>	Ms. Melinda Malone
GO Team Members <b>In favor</b>	Mrs. Karmishala Bentley-Cuyler, Mrs. Wanda Washington, Ms. Maya Johnson, Mr. Michael Bracey, Mr. C. E. Patten II, Mrs. Seggee Davis, and Dr, Delleni Guest
GO Team Members <b>Opposed</b>	None
GO Team Members <b>Abstaining</b>	None

### f. Review and Approve Public Comment Format

#### Finch's Public Comment Format

## Meeting Minutes

Opportunities for public comment are available for Finch Elementary School GO TEAM to hear from members of the community.

1. Stakeholders wishing to provide comment during GO TEAM meetings should arrive at the Finch Elementary Media Center at least ten (10) minutes before the meeting begins, and sign in. Stakeholders' comments will be heard in the order in which individuals signed in.
2. Twenty (20) minutes of time during the GO TEAM meeting will be offered to the public to make comments. Each individual is asked to please plan to speak no more than two (2) minutes.

GO TEAM members will not provide response or engage in direct conversation during meetings.

\* Due to COVID19 and possible building closure, some meetings may take place on Zoom. Stakeholders wishing to comment should arrive at least 10 minutes before the meeting begins and sign in.\*

g. **Review, Confirm/Update, and Adopt Go Team Meeting Norms**

- This is a meeting of the GO Team. Only members of the team may participate in the discussion. Any members of the public present are here to quietly observe.
- We will be fully present.
- We will follow the agenda as noticed to the public and stay on task.
- We will always be respectful of each other.
- We will be open-minded.
- We invite and welcome contributions of every member and listen to each other.
- We will respect all ideas and assume good intentions.
- We will approach differences of opinion with curiosity.

h. **Set GO Team Meeting Calendar** (*GO Teams are required to have a minimum of 6 meetings, with at least 4 allowing for Public Comment*)

	Date	Time	Location	Public Comment (Yes/No)
1	October 1, 2020	3:30PM	Via Zoom	No
2	November 19, 2020	3:30PM	Via Zoom	Yes
3	January 28, 2020	3:30PM	Via Zoom or Media Center	No
4	February 18, 2020	3:30PM	Via Zoom or Media Center	Yes
5	March 18, 2020	3:30PM	Via Zoom or Media Center	Yes

6	April 22, 2020	3:30 PM	Via Zoom or Media Center	Yes
7				
8				

**IV. Discussion Items** *None*

**V. Information Items** *(add items as needed)*

a. **Return + Learn: Phase II**

Principal Taylor shared the Return + Learn: Phase II plan from the district. She informed the team that the staff is already aware of the Phase II plan. She told the team that parents will have the option to have virtual learning in the similar format. Principal Taylor displayed each option for learning set by the district.

- 1<sup>st</sup> Virtual School (continue virtual from home and receive instruction from Finch instructors)
- 2<sup>nd</sup> In-Person at your School (students would come in the school building for face to face instruction)
- 3<sup>rd</sup> Virtual Academy (stay virtual for the duration of the school year)

Principal Taylor noted that families will have the option to change from the 1<sup>st</sup> to 2<sup>nd</sup> option. However, if a parent selects the Virtual Academy option, their child will remain virtual for the duration of the year.

Questions arose regarding Phase II instruction. Will students have the same teacher? What will happen if parents do not complete the survey detailing their preferred option?

Principal Taylor informed the team that she could not guarantee a student will have the same teacher that he or she currently has. She is looking to have no more than 13 students in each face to face classroom. This will ensure adequate social distancing. She is certain that the classes will be full day. If more parents select to remain virtual with the school, a paraprofessional will be assigned to those virtual classes. Also, if parents elect not to complete the parent survey sent by the district, their child will remain virtual until the next Phase.

Principal Taylor encouraged the team to watch the board meeting on October 5, 2020 to make an informed decision to better complete the parent survey that will be due October 12, 2020.

b. **Principal’s Report**

i. **Phase I: Virtual Update**

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Principal Taylor discussed the current schedule for virtual learning. Students begin promptly at 8:30am. The distanced learning schedule is very structured.

ii. **Attendance**

According to our school's Engagement Login Summary, we have remained above the district's average. We are at 98.1%. Some of the challenges have been Internet bandwidth/connectivity issues, creating a culture of learning at home, developing learning facilitators versus adult students, and digital fatigue by students and staff. However, the district reducing screen time has helped with behaviors.

iii. **Enrollment/Leveling**

Principal Taylor informed the team that our actual enrollment is below our projected enrollment. We are 22-25 students under the budget. We took a Kindergarten position and would have had to pay \$59,469. That money would move to another school that is over their projected enrollment. However, we were able to receive \$18,000 of the money back.

**VI. Announcements**

a. **Board Meeting & Health Status Update**

Principal announced that there will be a Board Meeting and a Health Status Update provided on October 5, 2020. She informed the team that if they were unable to attend, they could gain access to the Board docs on October 2, 2020.

**VII. Adjournment**

Motion made by: [Ms. Nartasha Smith](#); Seconded by: [Wanda Washington](#)

**Members Approving:** Mrs. Karmishala Bentley-Cuyler, Ms. Melinda Malone, Mrs. Seggee Davis, Ms. Maya Johnson, Mr. Michael Bracey, Mr. C. E. Patten II

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion [Passes/Fails] Passes**

**ADJOURNED AT 4:30PM**

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**Minutes Taken By:** [Ms. Nartasha Smith](#)

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

**Date Approved:** [November 19, 2020](#)