

Meeting Minutes

Finch Elementary

Date: 11/30/2023

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	Absent
Parent/Guardian	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)		

Quorum Established: **Yes**

III. Action Items

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

Motion Passes

- c. **Change the wording of the School's Strategic Priorities for item 2 & 3**
 - i. Ensure every student demonstrates content mastery through continued reinforcement and focused STEAM engagement.
 - ii. Work to obtain state certification for STEM by 2026

Motion made by: [Edwina Lawrence](#) Seconded by: [Tesia Germain](#)

Members Approving: Seggee Davis, Erin Gore, Dr. Regana Hill, Adriana Sola

Members Opposing: None

Members Abstaining: None

Motion Passes

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

a. **Principal's Report**

- i. Dr. Spencer shares the different topics we're going to go over during the meeting(SIP, Strategic Plan, how we are progressing in the strategic plan, and anything we need to change moving forward as we go into budget season.) She stated that before the winter break, she wanted members to vote on the strategic plan and work out the priorities so we can have those aligned to how the budget will be used in the Spring for the upcoming school year.

ii. **Review**

1. **Literacy:** Dr. Spencer conducted a quick review of the last GO Team meeting. She discussed how we went over the Continuous Improvement Plan. Looking over the action steps for literacy, numeracy, and monitoring attendance. She also restated the school's goal at the end of the year. The ELA goal is to increase students' milestone scores to proficiency by 5%, moving from 17% to 22%. Dr. Spencer informed us that 3rd- 5th grade students take the GA Milestone, however K-2 grade students are preparing for the assessment even now. Dr. Spencer displayed a chart that shows some of the action steps, the people that are responsible for it, how those actions steps are being monitored, and the method for monitoring that effectiveness. Dr. Spencer stated that some of the action steps for literacy include just making sure we monitor the implementation instructional practice for literacy, we monitor the implementation of the writing plan, and having true coaching and feedback cycling for the professionals in the building.

Numeracy: Dr. Spencer shared the numeracy goal is to increase from 19% to 24%. She stated the action steps that lineup with numeracy is to monitor the implementation of the instructional framework. Also, she

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wanted to make sure that the data team meetings are effective. Last, she wanted to make sure that we have quality coaching and a feedback cycle for teachers in the building.

Attendance: Dr. Spencer stated that the attendance goal is to increase from 64% to 70%. The goal is meant through the work of FELT. This goal is also meant by conducting CARE meetings and student attendance committee meetings. Lastly, restorative practices are used as an alternative to suspension.

iii. **Data:**

1. Dr. Spencer stated that we will take a quick look at the school's data. However, when looking at the data keep in mind what you notice, wonder, and additional questions one may have. She continues by stating that students take the MAP reading and math assessment this week. The school is still in the process of our MAP testing window because students must take the MAP fluency and science next week. Dr. Spencer discusses how the new data is a snapshot of how students preformed but some students are missing from the data and need to be added.
2. **Reading:** Dr. Spencer shared the MAP scores from Fall to Winter and stated that students were able to decrease at the beginning level by 8%. Dr. Spencer stated that the goal she shared in leadership and administration meetings is that by December the goal is to decrease the beginning level by 3%. The school also increased the proficiency from 15% to 18%. Dr. Spencer reminds us that this is a snapshoot because we are missing a couple of students who must do makeup.
3. **Math:** Dr. Spencer commented that in math the students are moving in a positive direction as well. She noted that even though the school received new math standards and curriculum this school year we are still making progress towards our goal. The short-term goal was to decrease the beginning level by 3%, however we have decreased it by 4%. Now we have made an improvement in the proficiency level by 2%. Dr. Spencer conveyed that even though we are doing well, there's more work that needs to be done and more support that is needed from the district: in terms of making sure that everything is understood when it comes to our curriculum resources.

iv. **Strategic Plan**

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1. Dr. Spencer started sharing how she also goes back in look over the strategic plan and the things that were said we would do as a goal and how we would prioritize our work. She continued to state that the SMART goals for the strategic plan is for five years. The plan was started in 2020 and it is expected to end in 2025 with revisions that are updated every year just to make sure that we are doing the best work that we can for the kids. Dr. Spencer discussed each of the goals. For ELA the goal is to go from 19% to 25%. Dr. Spencer stated that the school is well on their way to meeting this goal. They reached 19% this year and on the way to proficiency increased by 25%. The goal for math was to move from 14% to 20% and the school is on track to meeting that goal. The last goal is the CCRPI students' attendance rate to increase from 76 to 82. Dr. Spencer informed the group to keep in mind that this goal was written before COVID and the CCRPI rate had dropped tremendously. However, as of today the school's CCRPI rate is 74; it was a 64 last year so there is an increase.
2. Dr. Spencer called attention to the school strategic priorities in the strategic plan. Dr. Spencer explained that the school priorities should speak to our work and where we want to make sure we are putting increased focus on. Dr. Spencer explained how the school's strategic priorities were ranked last year in terms of what the focus would be and how we would ensure that we were doing the work here at the school. Dr. Spencer asked members to take a moment and look at the priorities and how they were ranked last year; are the priorities ranked properly for this year and is there some adjustments that need to be made for next year. Dr. Spencer asked two questions for members to reflect on as they are looking at the school's strategic priorities. 1) What progress has been made towards the priorities identified in our Strategic Plan? What evidence/ data do we have? 2)Based upon available data, are there any other adjustments we need to make to the Strategic Plan?
 - a. Two GO Team members stated that the priorities are fine the way they are. However, another member suggested that STEAM should be moved up on the rank to number two of the priorities. It was suggested that STEAM can help encourage content mastery if the content is reading and math. The member continued sharing that STEAM can

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do two things at one time. 1) encourage more STEAM and 2) drive the content mastery mentioned in number two of the school's strategic priorities. A GO Team member suggested rewording number two by integrating STEAM as a part of the content mastery. Dr. Spencer stated that wording of the priorities can change to include STEAM. A member stated that a priorities states "ensure students are exposed to STEAM" however we are moving pass exposure. Dr. Spencer stated that we are including STEAM more and more. However, the school can become stronger and there are opportunities for the school to be intentional with integrate STEAM. Dr. Spencer agreed that we need to integrate STEAM into priority number two and change expose students to STEAM to work on getting state certification. Dr. Spencer continued to share that due to the students that struggle with reading and math we need to keep priority number one as number one. She stated STEAM can help with the number one priority more intentionally. Dr. Spencer and other members go through ways to change the wording of priorities two and three. Dr. Spencer states that state certification will not be completed by 2025. She continued sharing that even though we have begun the work after meeting with the STEAM teacher and going over the timeline it is not obtainable by the next school year; instead of 2025 in the STEAM priority it should be 2026. Priorities 2 and 3 would change to the wording below:

- i. Priority 2: Ensure every student demonstrates content mastery through continued reinforcement and focused STEAM engagement.
- ii. Priority 3: Work to obtain state certification for STEAM by 2026

3. Next Meeting

4. Dr. Spencer shared in our next meeting that we will discuss 2024-2025 budget. The next meeting is in February. Dr. Spencer stated that she will send out information regarding the budget so that we can review and be prepared to discuss.

V. Announcements

- a. Science Fair -December 4,2023
- b. Surprise Map Field Trip -December 12th

- c. Winter Holiday Performance-December 12th
- d. Winter Break- December 18th- January 1st
- e. Next meeting- February 8th @ 4PM

VI. Adjournment

Motion made by: [Erin Gore](#) Seconded by: [Tesia Germain](#)

Members Approving: Segge Davis, Edwina Lawrence, Dr. Regana Hill, Adriana Sola

Members Opposing: None

Members Abstaining: None

Motion Passes

ADJOURNED AT 4:36 pm

Minutes Taken By: [Tesia Germain](#)

Position: [Secretary](#)

Date Approved: