

# Meeting Minutes

**Finch Elementary School**

**Date: 10/17/2019**

**Time: 3:30 PM**

**Location: Principal's Conference Room**

- I. Call to order: 3:32PM**
- II. Roll Call**

<b>Role</b>	<b>Name (or Vacant)</b>	<b>Present or Absent</b>
<b>Principal</b>	Forrestella Taylor	Present
<b>Parent/Guardian</b>	Melinda Malone	Absent
<b>Parent/Guardian</b>	Kimberly Lockett	Present
<b>Parent/Guardian</b>	Vacant	
<b>Instructional Staff</b>	Karmishala Bentley-Cuyler	Present
<b>Instructional Staff</b>	Shaun German-Tucker	Absent
<b>Instructional Staff</b>	Nartasha Smith	Present
<b>Community Member</b>	Larry Banks	Present
<b>Community Member</b>	Vacant	
<b>Swing Seat</b>	Vacant	
<b>Student (High Schools)</b>		

**Guests Present: Mr. John Franklin, Executive Director of Transportation**

**Quorum Established: Yes**

**Principial Taylor asked for the Public Comments section to be added to the agenda before Action Items. Nartasha Smith made the motion to add and Larry Banks seconded the motion.**

**Members Approving: Kimberly Lockett and Karmishala Bentley-Cuyler**

**Members Opposing: 0**

**Members Abstaining: 0**

**Motion: Passes**

**The Public Comment Format was read to all present.**

## Finch's Public Comment Format

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.

Made the motion of all in favor say yes: Karmishala Bentley-Cuyler

All members said Yes.

### III. Action Items

#### a. Approval of Agenda:

Principal Taylor asked for Open Comments Section to be added right before Action Items and that Fill Open Parent and Community Seat Member should be added to the agenda.

Motion made by: [Kimberly Lockett](#); Seconded by: [Nartasha Smith](#)

**Members Approving:** Karmishala Bentley-Cuyler, Larry Banks

**Members Opposing:**

**Members Abstaining:**

**Motion [Passes/Fails]**

#### b. Approval of Previous Minutes (8/15/2019): *List amendments to the minutes:*

Principal Taylor asked for the Public Comments Section to be updated to include which meetings would be reserved for public comment. These are October 17, 2019, November 21, 2019, January 23, 2019, and May 14, 2019. This change is to ensure that we are in compliance with the protocols of APS GO TEAM.

Motion made for Public Comments Section to be updated: [Nartasha Smith](#);

Seconded by: [Larry Banks](#)

**Members Approving:** Karmishala Bentley-Cuyler and Kimberly Lockett

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion [Passes/Fails] Passes**

**Motion made that Previous Minutes are approved: Kimberly Lockett**

**Seconded by: Nartasha Smith**

**Members Approving: Karmishala Bentley-Cuyler, Larry Banks**

- c. **Action Item 1:** Fill Open Swing Seat Member, Parent Seat, and Community Seat

Wanda Washington who has been on staff for at least four years was recommended for the swing seat by Principal Taylor. Wanda Washington was nominated and accepted the nomination.

Motion made by: [Karmishala Bentley-Cuyler; Seconded by: Nartasha Smith

**Members Approving:** Kimberly Lockett and Larry Banks

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion [Passes/Fails]:** Passes

Michael Bracey the CEO of Green Lit Afterschool Care was recommended for the Community Seat. He works with our kids providing tutorial assistance. He understands the families in our community. He was nominated by Principal Taylor. Mr. Bracey accepted the nomination.

Motion made by Karmishala Bentley-Cuyler; All Go Team members agreed.

Maya Johnson was nominated to serve for one year in the Parent seat by Principal Taylor. Maya Johnson accepted the nomination.

All those in favor says Yes: Karmishala Bentley-Cuyler

All Members of the Go Team responded: 'Yes'

New Members added to the GO TEAM are the following.

Name	Position
Wanda Washington	Swing Seat
Michael Bracey	Community Seat
Maya Johnson	Parent Seat

#### IV. Discussion Items

- a. **Discussion Item 1:**Transportation Update-John Franklin, Executive Director of Transportation

Principal Taylor provided history of walkers in the neighborhood. Students who are right at the .9 mile cut off have to walk in very blight areas (abandon areas). She, Franklin and the school's social worker, Mrs. Brembry, walked through the area one morning before school. Mr. Franklin is working with the school to create a plan to provide transportation services for those students who are at the .9 mile

marker. He is also working with Chief Applin, Chief of Security to discuss the progress in outreach about the abandon homes. Franklin plan is to coordinate with a Finch bus driver to pick up his/her normal route a little earlier and drop those kids off at Finch. Then, go back out to a specific location to pick up those students who are in the .9 mile radius of the school and have to walk to school. The target audience for pick up will be the younger students and at risk students. By having a bus pick up the targeted audience, the school should see an increase in attendance and academics. Ultimately, the need for transportation for our walkers would provide better safety.

Principal Taylor shared our attendance data:

According to our CCRPI attendance was at 73% 2018, and 76% 2019. We need to be at 80% or better. Right now, 76 students have already been to school less than 90% of the time. These are the students closer to the one mile marker. Principal Taylor also suggested that we would have to establish the norms, since many of the walkers have never been on the school bus. To be in line with the PBIS initiative, bus drivers will have eagle dots to give to those students who exemplify great bus behavior.

Questions surrounding the Transportation of those that walk:

Can we have a practice on the bus? Yes

How long will this plan take to go in effect? Franklin says that the transportation of targeted walkers will occur after the winter holiday break once it is approved by Principal Taylor and the driver is present to set up for success. He continued that we must be clear as to which driver and route. Also, we must maintain open communication.

Principal Taylor thanked Franklin for taking the time to come up with a plan. Franklin asked if others of the team would work with him. Kimberly Lockett, Maya Johnson, and Michael Bracey agreed to work with Franklin on the transportation plan.

Principal Taylor added a comment about Michael Bracey's Green Lit Afterschool Program. Green Lit will begin to offer a before care program that will run from 6:30AM-7:30 AM. The program will take Finch and Middle School students from Sylvan Middle School. The Middle School students will remain in the band room until bus arrives to transport them to middle school. This plan is to have the before care program implemented by the second or third week of November. The need for a before care program comes over concerns with parents dropping kids off too early (6:50am) and there is no adult supervision.

## V. Information Items

### a. **GSAPA Visit Summary**

Since we are a Comprehensive Support and Improvement School, the state came in a few weeks ago to interview personnel (leadership team, focused group of teachers, and principal), and visit classrooms. Right now, our CCRPI score is hanging at a 53% as an average of 2016, 2017, and 2018 data. Due to our CCRPI average, we have support from the state to evaluate and determine what they can help us with. Principal Taylor stated that help is already in place. The GAP summary was given two weeks ago, surveys to parents and staff and students grades 3-5 took place and the state took into account that data. Twenty-four observations were completed and findings were shared with administration. Overall staff said they enjoyed working at Finch and that it was a family. Additionally, they genuinely care for the students.

The GSAPS Summary was divided over the following topics:

**Effective Leadership:** Evaluators asked for the school leadership team to use the district's tool for monitoring to refine and sustain school improvement. So we should continue to use APSGraphs to determine where we are and devise a plan to improve in areas of need.

**Supportive Learning Environment:** Our highest marks was with the kids stating that they feel safe. Additionally, it was evident that the school culture was positive. However, we should look to closely examine subgroup and gender trend data regarding attendance and student behavior for possible intervention. Evaluators found that we were suspending too many African American boys and only have a girls mentoring group. So there is need for a mentoring group for our boys. Mr. Bracey and Mr. Banks of the Go Team will work to secure a mentoring group for our boys. Additionally, the counselor and social worker are working to increase the percentage of students attending school daily.

**Coherent Instruction:** The evaluators wanted to make sure that the collaborative planning matches the implementation in the classroom. Most classrooms were asking questions at the DOK 1 and 2 levels. Principal said that we must consistently give students rigor. We have to expose our students to higher level of questioning and provide scaffolding strategies to help them get there. Right now, teachers are doing the modeling of a lesson in their PLC's before coming back to the classroom for implementation. Teachers are provided feedback on those lessons before execution with kids. Principal Taylor stressed that we have to teach at high levels.

The principal shared images found in the summary and stressed that growth is a mindset and we can't be enablers of low performing students. We have to scaffold their instruction while exposing them to higher order thinking.

## **2019 CCRPI Update**

The GSAPS Summary showed that our content mastery, progress and readiness increased, but our closing the gap decreased. We had a drop by 1 point. We went from 55 to 54 and our growth went up by 1.7 points. We need at least 5% increase in progress/growth.

It is possible that once all our data for FY 19 comes in, we may come off the bottom list, then move to another list.

b. **Parent Engagement-APTT**

Principal Taylor discussed with the Team that Kindergarten and first grade homerooms will be inviting each parent for a meeting. The meeting will focus on a specific learning skill. Teachers will share with parents how their child did in comparison to those of their peers. Then, teachers will provide how to strategies and activities that parents will use with their child at home to help target the specific skill. The APTT will meet three times out of the year.

## **VI. Announcements**

a. **Parent-Teacher Conference**

October 28- November 1<sup>st</sup> has been set aside for parent conferences. At the parent conferences report cards, and STAR data will be emphasized.

b. **Next meeting –November 21, 2019 at 3:30PM**

## **VII. Adjournment**

The meeting was adjourned at 4:48PM. Motion made by: [Nartasha Smith](#); Seconded by: [Larry Banks](#)

**Members Approving:** [Kimberly Lockett](#) and [Karmishala Bentley-Cuyler](#)

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion [Passes/Fails]:** [Passes](#)

# Meeting Minutes

**ADJOURNED AT 4:48PM**

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**Minutes Taken By:** Nartasha Smith

**Position:** Secretary of the GO TEAM

**Date Approved:** [Insert Date the Minutes are **APPROVED** by the GO Team]