

# Meeting Minutes

**Hope Hill Elementary**

**Date: Monday, October 29, 2018**

**Time: 4:00pm**

**Location: Hope Hill Elementary Library**

- I. **Call to order: 4:06 pm by Vincent Callendar**
- II. **Roll Call**

<b>Role</b>	<b>Name (or Vacant)</b>	<b>Present or Absent</b>
Principal	Maureen Wheeler	Present
Parent/Guardian	Johana Miller	Present
Parent/Guardian	Pamela Moss	Present
Parent/Guardian		
Instructional Staff	Vincent Callender	Present
Instructional Staff	Taurra Dorsey	Present
Instructional Staff		
Community Member	Richard Bergman	Present
Community Member	Detria Russell	Present
Swing Seat		
Student (High Schools)	N/A	

**Guests Present:**

Adrienne McCrary- HHES AP

April Keels – APS Rep Grady Cluster

Alpha Harvey (AH) - ED of Facilities APS

Yolanda Brown- Asst. Superintendent Grady Cluster

Latonya Rohan- Parent

Allison Hare- Parent/HHE Foundation Member

**Quorum Established: Yes**

- III. **Public Comment : N/A**

## IV. Action Items

- a. **Approval of Agenda:** Motion made by: [Johana Miller](#) Seconded by: [Detria Russell](#)  
**Agenda Modification (Change the date from October 30<sup>th</sup>, to Oct 29<sup>th</sup> )**

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

- b. **Approval of Previous Minutes:**

Motion made by: [Johana Miller](#); Seconded by: [Detria Russell](#)

**Members Approving:** All

**Members Opposing:** None

**Members Abstaining:** None

**Motion Passes**

- c. *Review of the Strategic Plan*

i. **Continue focus on Creating School wide Data driven structure with an emphasis on writing.**

ii. **Moving into 2<sup>nd</sup> year of REAP training for all Teachers**

## V. Information Items

- a. *Principles Report*

i. **Climate Survey- Prior Ratings :2015 & 16 2 Stars, 2017 1 Star, 2018 4 Star- now in line with Sister schools in the GC.**

ii. **CCRPI update-HHE (79.945) is one of 13 Elementary schools that beat the State average (77.8)**

## VI. Discussion Items

- a. **Discussion Item 1: [Status of HHE Facilities](#)**

i. Security of the school. Locked gates & Fences (homeless to close to the building) cleanliness of the building, bathrooms left with odors b/c they haven't been properly cleaned, trash not being emptied daily, gymnasium access during the day and the evening.

ii. Expectation of the Facilities: do you know when services are to be provided and what they are daily?

(AH): Apple Level 2 (is the standard, and has been used for years):

January New vendor to come in, more vendors to be able to act quicker when needed. (January b/c There is a pool of vendors that are selected to be available for work, but not certain that they will do actual work, but they are of a select few vendors with approval to work with APS. 3 national and 1 international vendors. Pricing strategies to figure out who goes where.

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- iii. What is the daily list of what is to be completed? (AH): There is a list of these items. With successful funding there is the ability to have have additional areas serviced. (by sq ft)
- iv. What is the reason that the basics aren't being completed? (AH): Restructured to have 5 Custodial Inspectors for the District. There is a 30 day cure period for vendors to correct any complaint by the schools. So Maintenance Mgr manages clusters of schools and reports emails reports from schools that contractors have missed.
- v. (AH): Work order systems is available to everyone in the system. But Cleaning complaints/issues are not tracked in the work order system.
- vi. HHE has the feeling of being left behind and overlooked. When there is a lack of daily cleaning responsibilities that are being overlooked repeatedly and there is no follow up when these issues are reported from the school Administration this
- vii. Is there a cookie cutter approach to the facilities? There is a standard for all schools.
- viii. (AH): Items scheduled for repair 5 yr Plan for HHE include: New Roofing, bathrooms (partitions and fixtures) repaired & painting inside of schools. Items were identified through previous facility review/inspection.
- ix. \*\*\*\*\* Can we get an itemized list of Day one cleaning? The items that were supposed to be completed on day one did not happen.
- x. Until Jan- what can we do? (AH): Working with Mr. Palmer- here at HHE to ensure the daily needs are being met.
- xi. What is the ask of the HHE GO Team for the Gym access with the City of Atlanta. The City has access to the gym keys and can enter during any time. There have been "strangers" in the building that entered from the gym and Administration is not aware of this. Do we want HHE responsible for the Gym and programing or
- xii. Guidance on the Buzzer for back door. Keys for the Exterior Gym doors during the day. Invite Security for School, City
- xiii. Schools line stops at the cafeteria. With exclusive Use HHE should be able to get access to the keys.
- xiv. What can we do to help with Schools outside appearance? (AH): Exterior beautification is heavily relied on by the schools foundation. Could we get a fence? Could be very difficult thing to get completed. Challenge: homeless to keep them out and keep the window free of distraction.

- b. **Discussion Item 2: Proposal regarding GO Team visiting sister schools**
  - i. **Principal Wheeler to arrange a field trip to tour schools**

\*\*\*\*\*Action Items: Invite the following to our next Go Team Meeting Scheduled for Monday, November 26<sup>th</sup> @ 4pm. (Security for HHE, City Council Members Amir Faruk and Natalyn Archibong, New Commissioner of Parks & Rec John Dargle & Matt Westmoreland.

**VII. Announcements**

**VIII. Adjournment**

Motion made by: **Pamela Moss**; Seconded by: **Detria Russell**

Members Approving: All

Members Opposing: N/A

Members Abstaining: N/A

**Motion Passes**

**ADJOURNED AT 5:26pm**

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**Minutes Taken By:** **Pamela Moss**

**Position:** **Secretary**

**Date Approved:** **11/2/2018**