

Toomer Elementary

Date: Nov. 7, 2022

Time: 5:00 PM

Location: Zoom (virtual)

I. Call to order: 5:14pm

II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Caroline Brown	Present
Parent/Guardian	Michelle Davis	Absent
Parent/Guardian	Kristie Seelman	Present
Parent/Guardian	Sean Garrett	Present
Instructional Staff	Ashley Dromgoogle	Present
Instructional Staff	Tanzannia Weaver	Present
Instructional Staff	Jieun Lee	Present
Community Member	Isaac White	Absent
Community Member	Felicia White	Present
Swing Seat	[Vacant]	

Quorum Established: Yes

III. Action Items

- a. **Approval of Agenda:** Moved Ranking of Strategic Priorities to future meeting (December); Motion to approve made by: Jieun; Seconded by: Tanzannia
Members Approving: 5
Members Opposing: 0
Members Abstaining: 0
Motion Passes
- b. **Approval of Previous Minutes:** List amendments to the minutes: none.
Motion made by: Kristie; Seconded by: Jieun
Members Approving: 5
Members Opposing: 0
Members Abstaining: 0
Motion Passes

c. Action Item 1: Nomination of Ben Mueller for Swing Seat by Principal Brown

Motion:

Motion made by: [Jieun](#); Seconded by: [Tanzannia](#)

Members Approving: 6

Members Opposing: 0

Members Abstaining: 0

Motion Passes

d. Action Item 2: Strategic Plan Update - not a voting item due to misunderstanding. Principal Brown shared an update of the current plan. Currently working on the first 4, focused on fostering academic excellence for all.

IV. Discussion Items

- a. Discussion Item 1:** Continuous Improvement Plan Presentation - with 45- day CIP
- i. Principal Brown gave an overview of the 2022 Continuous Improvement Planning Workbook. Has already reviewed work with leadership team.
 1. Monitoring plan for teacher use of best practices for ELA instruction. Already set-up and used by coaches and Assistant Principal.
 2. Data review plan - teachers review data weekly, make adjustments on Monday to close learning gaps.
 3. Review current results for DSE students and create individualized instructional plans for academic growth and implement.
 - ii. Discussed offering a position for a special ed teacher.
 - iii. Similar frameworks for mathematics.
 - iv. Shared second semester short-term action plan. Has been shared with grade level chairs. Some feedback to create a plan of action around videotaping strategic core components of instruction, doing self-review, writing a professional development plan for each teacher. Both literacy and mathematics frameworks. Trying to address the learning gaps before they happen for students.
 - v. For second 45 days, will focus on professional learning.
- b. Discussion Item 2:** Strategic Plan and Continuous Improvement Plan Alignment
- i. The short-term action plan is in line with the first two of the school strategic priorities in the Strategic Plan.
- c. Discussion Item 3:** Fall ACES Presentation
- d. Discussion Item 4:** Progress on the Strategic Plan Priorities
- i. Working on strategic priority #3 by May 2023.
 - ii. Reminder that Strategic Plan is for 5 years. Principal Brown will send out data to team during the week of November 28th.

- e. **Discussion Item 5:** Need to meet again later this semester to prioritize strategic plan priorities. **Possible date: Thursday Dec 15th 4:30pm**

- i. **Motion to schedule as discussed: Jieun, Second: Tanzannia**

- 1. Support: 6
 - 2. Oppose: 0
 - 3. Abstain: 0

V. Information Items

- a. **Principal's Report** - October was very busy with family engagement events and math month. Still doing daily math problems. November includes Thanksgiving luncheon. There is a 1-week break for Thanksgiving. There is now a free fresh vegetable market on Thursday afternoons through a grant - available on soccer fields.

VI. Announcements

- a. Luncheon on Nov. 15th and 16th for Thanksgiving celebration.
- b. Email on Budget Training for December
- c. This Wednesday evening, 5-7pm, GO Team has a live orientation option.
- d. On this Saturday, there is a Family Engagement conference at Therrell High School, including light breakfast and lunch.

VII. Adjournment

Motion made by: Jieun; Seconded by: Tanzannia

Members Approving: 6

Members Opposing: 0

Members Abstaining: 0

Motion Passes

ADJOURNED AT 5:48pm

Minutes Taken By: Kristie Seelman

Position: Secretary

Date Approved: December 15, 2022