

Sarah Smith Elementary

Date: November 14, 2025

Time: 3:00

Location: Intermediate Campus Media Center

I. Call to order: 3:04

II. Roll Call

Role	Name <i>(or Vacant)</i>	Present or Absent
Principal	Dwight Hutson	Present
Parent/Guardian	Cimona Hinton Dirickson	Present
Parent/Guardian	Elizabeth Zielinski	Present
Parent/Guardian	Ann Mintman	Present
Instructional Staff	Jennifer Moore	Present
Instructional Staff	Prissy Stewart	Present
Instructional Staff	Karla Lamar	Present
Community Member	Laquisha Smith	Present
Community Member	Ben Miller	Present
Swing Seat	Andrea Almario	Absent

Quorum Established: Yes

III. Action Items

- a. **Approval of Agenda:** Motion made by: [Karla Lamar](#) Seconded by: [Prissy Stewart](#)
[Members Approving:](#) All
[Members Opposing:](#) None
[Members Abstaining:](#) None
Motion Pass
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*
Motion made by: [Ann Mintman](#) Seconded by: [Laquisha Smith](#)
[Members Approving:](#) All
[Members Opposing:](#) None
[Members Abstaining:](#) None
Motion Pass

- c. **Action Item 1: Strategic Plan Update Motion: Made a motion to approve the current strategic plan as it currently is**

Motion made by: Ben Miller Seconded by: Prissy Stewart

Members Approving: all

Members Opposing: none

Members Abstaining: none

Motion Passes

- d. **Action Item 2: Motion: To keep the strategic plan priority rankings**

Motion made by: Elizabeth Zielinski; Seconded by: Karla Lamar

Members Approving: All

Members Opposing: None

Members Abstaining: None

Motion Passes

IV. Discussion Items

- a. **Discussion Item 1: Strategic Plan Update and Continuous Improvement Plan Progress**

- i. The update presented by principal Hutson highlighted the strategic focus on improving literacy rates, ensuring effective teaching practices, engaging families, and using data to monitor progress toward the stated goals.
- ii. Questions were raised about the vertical alignment between grades and how grade expectations are built upon each other. The coaches have worked to improve alignment in PLCs as well and will continue to grow that. Mr. Hutson discussed how the curriculum spirals year after year.
- iii. The math improvement plan prioritizes targeted instruction, consistent progress monitoring, and family involvement to boost proficiency and close gaps for struggling learners.
- iv. The attendance improvement plan emphasizes proactive monitoring, family involvement, and supportive interventions to boost daily attendance and reduce chronic absenteeism.
- v. The importance of the PLCs was discussed as well. The coaches work with staff to plan and implement the PLCs as needed. As of right now specials teachers are not involved in PLCs as they are with students when those are taking place. But do receive information on grade level standards and curriculum.
- vi. Concerns were raised over “grade inflation” and discussed.
- vii. Mr. Hutson shared GMAS and Fall MAP results as seen in prior meetings

- b. **Discussion Item 2: Fall to Winter MAP data**

- i. We did not have the winter MAP data to investigate, so that will be presented later.
 - ii. The team discussed departmentalization vs non departmentalized classes and how to compare the data. Mr Hutson shared that some data cannot be shared as the subgroup is too small, but would look into sharing the data when he can.
 - iii. The team looked at spring to fall MAP data and discussed concerns in Math and Reading achievement across the cohorts. They discussed what additional information will be needed to guide the strategic plan and priorities.
- c. **Rank Strategic Plan Priorities**
 - i. The current strategic plan is set to be restructured in May 2025. So, the team was going to take time to think about the strategic plan priorities as it would impact the budget decisions. As of now the team will keep the current strategic plan as is and will be prepared to discuss any changes for the next meeting.
 - ii. As they didn't see a need to re-rank at this time, the current priorities were voted on and approved. The team stated the caveat that the members would take time to review and consider for next year's strategic plan.

V. Announcements

- a. Safety Committee: Discussed tracking progress on safety improvements, including fencing, and exploring grants for safety enhancements; a tracking sheet will be created for accountability.
- b. Crossing Guard Hiring: Open positions for crossing guards remain unfilled due to low pay and traffic; a Facebook post was made to raise awareness.
- c. APS Resource Officer: APS will assign one resource officer per campus for added safety.
- d. Community Engagement: A well-attended fall family lunch was held for kindergarten and fifth-grade families, with an increased appreciation for cafeteria workers.
- e. NAPS Meeting: A NAPS meeting with the superintendent and a Buckhead group is scheduled for 6:45 PM.

VI. Adjournment

Motion made by: [Ann Mintman](#) Seconded by: [Karla Lamar](#)

Members Approving:

Members Opposing:

Members Abstaining:

Motion [Passes/Fails]

ADJOURNED AT 4:42

Minutes Taken By: Ann Mintman

Position: Secretary

Date Approved: 1.23.25