

# Brown Summit Middle

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## Meeting Minutes

**Meeting Date:** 08/18/2021 - 1:00pm

**Title:** August Leadership Meeting

**Location:** Media Center

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### I. Attendance

#### **Team Members:**

Tanya Briones, Mike Cacaci, Kathy Cousins-Cooper, Ashley Hughes, Linsey McCarthy, Kimberly Robertson, Jessica Runtz, Sonja Sloan, Courtney Willis, Kelly Woody, Hannah Zamboni

#### **Guests:**

### II. Celebrate recent successes

No Covid exposers last year  
Students did well with the mask mandate

almost 100% pass rate for EOG/EOC testing  
Still offered extra-curricular activities

lunch pick-up was smooth  
teamwork/flexibility of staff

### III. Review and respond to coaching comments

### IV. Approval of last meeting's minutes

### V. Old Business

### VI. Indicators to Assess-Create-Monitor

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### VII. Other Business

#### **Action Taken:**

**Master Schedule:** The master schedule was discussed. We proposed a separate schedule for Friday clubs and rainy days. The consensus was to maintain one schedule. We discussed the need to have students 6 feet apart when eating and utilizing outside as much as possible. 45 students fit in the cafeteria socially distanced and 15 can eat in classroom. It was decided that lunches will not overlap to allow for social distancing measures and the master schedule was altered to reflect this change.

**Student Friday Clubs:** Dr. Robertson proposed student clubs beginning on 9/24. Mrs. Zamboni would create a google form to solicit student ideas for clubs; clubs will be created based on student input. This form will be complete on day 2 during AA time. Students will be asked to suggest one academic and one fun club. Clubs will be quarterly. Since the first clubs will be short in length, they can be offered again on a different quarter if students voice this desire. **Competition Clubs:** Zamboni will

create a google form to see which students are interested in competition clubs and if they are available to meet after school. We don't want students to miss the "fun" clubs due to an obligation to attend a "competition" club. We may be able to use alternative AA days for competition clubs.

Weekly Overviews: A common weekly lesson plan overview was presented to teachers which included definitions of common terms and an example weekly plan. McCarthy asked about the flexibility of the due date for turning these in each week. We not asking teachers to include everything in the overview, but would like to gain a snapshot of the week and see the thoughts behind activities, practices, etc. as it helps admin better support teachers. We agreed that all teachers would utilize this template and they would be due Monday mornings at 8:00 am in Canvas.

Spotlight on Instruction: Teachers will each have a QR code posted outside their rooms for others to provide feedback and shine the light on best practices throughout the building. Any teacher or visitor can scan the code and provide feedback through a variety of preset questions. Teachers will be shown how to have the feedback emailed immediately to them. An email address will be required to leave feedback which should discourage students from scanning and leaving bogus feedback.

Book Study: Woody mentioned the Bold School Book study being completed by the staff. Teachers are required to post to a discussion board in Canvas and take the instructional lead on a designated chapter. Teachers will receive CEU credit for the study.

Day 1/Day 2 Universal Items for teachers to complete: Day 1: all core teachers will pass our labtops first block and students will log on. During AA, students complete the required Canvas lesson. Zamboni sent directions for login via email but will resend on Monday. The handbook should also be reviewed with students including our schoolwide planner policy.

Cellphone Policy: Teachers expressed concerns about cellphone being allowed on students during class. Concerns regarding the temptation to pull out during class, an equity concern was mentioned as not all students have cell phones. We decided that students would be required to keep cellphones in their lockers. If they were seen with it out they would be given a warning. Future offenses would result in Dr. Robertson taking the phone until the end of the day. Cellphone use could be allowed on a case to case basis upon teacher approval for recording a video, etc.

Bathroom passes: this will not be required

MISC: Woody will create a pacing calendar for MyPerspectives ELA Teachers are required to sign in and out on workdays Sloan mentioned wanting to find a way to recognize each other for good deeds; we discussed possibly reinstating the shout out board in B building

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**VIII. Next Meeting**

Date:

Time:

Title:

Location:

**IX. Adjourn**

3:00pm

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