

# Doris Henderson Newcomers School

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## Meeting Minutes

Meeting Date: 01/09/2018 - 3:00pm

Title: Leadership Team Jan 9

Location:

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### **I. Attendance**

Raycia Evans-Crawford, Kimberly Hudak, Chesley Huskins, Angel Katona, Valeria  
Team Members: Kouba, Avery McGuire, Vanessa Parmenter, Wendy Pfeiffer-Quaile, Marvin Smith,  
Jennie Van Schaick, Amy Yount, Abu Zaeem

Guests:

### **II. Celebrate recent successes**

Data wall is up

We have 4 new interns in ES

We will have a new music teacher for ES, and MS starting next semester

### **III. Review and respond to coaching comments**

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

Approved

### **V. Old Business**

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

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

### **VII. Other Business**

## HS Matrix, New Bell Schedule, New Specialist Schedule

Review of changes in the master schedule to accommodate for the 15 minutes needed at the end of the school day to meet the requirements for the dinner schedule that impacts the school schedule at the end of the day

### Title I Updates

Nothing at this time

### HS Make-up time program

Katona: when a HS student reaches 6 absences, then they will start to make-up time during attendance to Saturday school. Teachers are asked to submit make up lessons for these students to work on during this make-up time to Saturday School teacher so that students will have access to them. Additional plans will be made for how to track make up work, etc. The goal is to support students with dropout prevention, as well as

Action Taken: encourage positive work ethics.

### Open Floor:

Crawford shared an idea that she saw at another school...fundraiser and collab with art class: students purchase a cinder block section on a wall in the school building and decorate/paint as a memento.

Kouba: Literacy Day is this Saturday. Kouba has asked teachers to encourage students and their families to attend. Kouba will also send out a ConnectED phone call to inform families of the event. \

Kouba: Tutor schedule will be slightly adjusted for next semester

Kouba: Please be aware of testing schedule

Zaeem: We have 2 vacancies starting next semester: 1 interim full time HS ESL teaching position available, and 1 part time permanent teaching position

## **VIII. Next Meeting**

Date: 01/23/2018

Time: 3:05pm

Title: Leadership

Location: PLC room

## **IX. Adjourn**

4:20pm