

Lead Team Minutes
July 31, 2023

Attendance: Caraway, Brewster, Napper, Alston, Karam, Ledbetter, McGoogan, Thompson, Dlangalala, Chiarolanzio, Jordan, McCoy

Meeting began at 9:15 with McCoy introducing herself and every member going around the room introducing themselves.

- Discussed meeting norms from last year and kept them the same
- New staff introduced:
 - Kinder Teacher assistant – D. Gomez
 - 5th grade – Trudy Braham
 - Adaptive Classroom Teacher – Robert Veitch
 - 3rd grade – Jorielene Tan
- Positions open (as of today)
 - 2 first grade
 - 1 kindergarten
 - Teacher assistant position open
- PBIS
 - Will bring back PBIS in full force
 - Will introduce goals to students – BOY
 - Quality incentives
 - Character of the Month (Best in the Nest) based on character of the month traits will receive an ice-cream social
- PBIS Fair: Expectation Rotation
 - Will happen the first week of school
 - Lessons will be 10 minutes for each area
 - Teachers and TA's will travel with class to areas in this order
 - Hallway/Bathroom/Cafeteria/Playground/Bus/Car Rider area
 - Classes will begin their rotation during their enhancement period
 - Will happen again when we return to school in January
- PBIS Incentives: For students with the maximum of 1 office referral

- 1st Quarter (October) – Mini field day in orchard
- 2nd Quarter (Jan.) – Fun activities for each grade in each classroom/Students rotate through
- 3rd Quarter (March) – Glow party in the Gym
- 4th Quarter (May) – Water Day in Orchard

- PBIS Bucks: Classroom incentives
 - Give to students when they are helpful, thoughtful, exhibiting good behavior, turned in homework for the whole week
 - Other teachers walking down the hallway can give out to students
 - Can receive during specials
 - Stores in classroom
 - School-wide
 - Must be done with fidelity
 - Need a school-wide checklist for accountability
 - Need to modify for students with IEP/504

- Oakie Owl Tickets
 - Students or teachers keep in classroom
 - Goal needs to be announced at the beginning of quarter
 - If students don't meet quarterly goal – they should be working towards classroom incentive (weekly or monthly)
 - PBIS store will need donations – community partners

- Educators handbook
 - Reviewed Discipline Data
 - 2023 = 17 referrals entered into the system
 - Major Vs. Minor Behaviors
 - Minor:
 - Difficulty adhering to rules/procedures
 - Negative attitude towards learning
 - Difficulty demonstrating responsibility
 - 3 minors = 1 major
 - Major:
 - Defiant/compulsive behavior towards adults
 - Defiant/compulsive behaviors towards peers
 - Fighting and cursing are automatic majors
 - Check in/Check out system implemented

- Open House

- Thursday, August 24th from 4:00 pm – 6:00 pm
- Hours will be flexed
- Teachers will discuss power standards, fieldtrips, Dojo, free breakfast and lunch

- School Improvement Plan
 - Tabled for next meeting

- Handbook
 - Revised Mission Statement
 - Revised ‘Who does what section’

- Calendar
 - McCoy has created an Outlook Calendar for the whole school
 - Only put events on calendar if they impact at least ½ of the school
 - Mrs. Torres will be the point person

- Interventionists
 - Will be invited to ½ day plannings
 - Need access to Amplify and Zearn
 - Will meet with grade level teams either during planning, after school on a bi-weekly bases

- Reviewed changes to Committees:
 - Leadership (includes media tech. advisory)
 - MTSS
 - PBIS
 - Community Connections
 - Social Events
 - PTA/PTO
 - Hospitality
 - Safety/Crisis Team
 - IP Team (AIG)
 - Awards/Event Committee
 - Black History Month
 - Hispanic Heritage Month
 - International Night
 - Minimum 1 grade level rep per committee
 - Tabled for next meeting – what events will happen this school year

- Reviewed teacher working condition survey
- Reviewed Partnerships and discussed new ones
 - Thomas Built Buses
 - Beyond Sports (New)
 - Boys & Girls Club (will be at the school until December)
 - Beautiful Butterflies
 - Junior Achievement (New – literacy)
- Communication
 - Classes will use Dojo
 - Weekly Oak Hill Happenings
 - Alert Now messages will be sent out every Sunday at 6:00 pm
 - Outlook Calendar
- Fieldtrips
 - Go back to teams and ask for at least 2 fieldtrips for the year
 - Will discuss at next meeting
- Parent Communicators
 - Sent home on Tuesdays with flyers, permission slips, etc.
 - Different from homework folders
 - Homework needs to be sent home Monday for the whole week
- Student school shirts
 - Tabled for next meeting
 - Option 1 – have a few colors for whole school
 - Option 2 – Have different color for each grade-level
- Gaudy Goal
 - Professional Goal
 - Alston shared an example
 - Teachers will make one and put it in the hallway outside their classroom
- Members signed leadership team contract
- McCoy briefly went over the school budget

- Tabled for next meeting

Tabled for next meeting: School Improvement Plan/Indistar, what events will happen this school year, what fieldtrips each grade level will take, school shirts for students, and school budget

Meeting adjourned at 12:47