

# Colfax Elementary

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## Meeting Minutes

**Meeting Date:** 12/07/2021 - 3:00pm

**Title:** Colfax Leadership Team

**Location:** Media Center

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### I. Attendance

#### Team Members:

Dawn Alley, CF, Chuck Blair, Coun., Ashley Garcia, Principal, Kathy Hartman, Parent, Tammy Holder, Janette Lynch, K, Ruthmarie Mitchell, Taylor Moore, Parent, Alefiea Parks, 5th , Jennifer Peaslee, 4th, Marjorie Runyon, Specialists, Michelle Tesiero, 3rd, Kathleen Wittner, 1st

**Guests:** Mrs. Ellsworth attending for EC

### II. Celebrate recent successes

Each member was asked to share a holiday tradition or memory.

A few people also shared some celebrations!

### III. Review and respond to coaching comments

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

Motion- D. AlleySecond- J. Peaslee

### V. Old Business

Garcia-

- What is the best way to gather what Goal Teams have been working on to update the SIP? AND
- Are we ready to update?

Most teams said that they need to meet again and revisit their areas for updates.

SEL- Tesiero reached out to Harmony. She was told that we need to get trained (Harmony). This could also be a train the trainer type of opportunity. In the meantime we need to continue focusing on the core of SEL and make sure it is being practiced throughout the building. Emotional First Aid is also something that we could look into doing with staff as well. Some members of the leadership team have attended. Mrs. Garcia asked that the SEL Goal Team share out the SEL expectations to ensure that it is happening school wide and with fidelity. The team has also added the "Social Committee" under their umbrella.

Family and Community Engagement Team- Peaslee shared that they would be adding "Student" to the team name. The team is getting a newsletter from each grade level and monitoring that we are

getting information out via mass media communication, admin communication on Class Dojo and other social media outlets (FB, Twitter). Brainstorming a Spring community event.

STEM/PBL-Wittner shared their vision statement (that crosses over all grade levels) and ideas for the Maker Space area. They are working on a survey for teachers and students to share what they are already doing and what they would like to be able to do with their students. Looking for a storage place and check in check out space for students and teachers. There may be some students at Grimsley who can help with painting as a Service Learning Project.

Academics- Lynch shared that they want to focus on closing the achievement gap. They would like to hold a Spelling Bee by the end of this year, Enrichment Learning Labs, MTSS Standard Treatment Protocols, Possible Academic Night.

Media/Tech-Runyon said that they want to make the best use of what we already have while looking to add meaningful other resources. Best utilizing what we have to be most effective. They want teacher input before buying "extras" to make sure it is the best use of our funds.

PBIS- Each member of the team is working on a section of the PBIS book and updating the sections to include Covid-19 protocols and beyond. The team is also focused on MTSS/IPS and incorporating SEL in behavioral and disciplinary practices. The team expects to have everything ready by late spring so that it can be pushed out to the staff and ready for implementation in Aug 2022.

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

*Indicators Assessed*

*Objectives Planned For*

*Monitor (updates made)*

## **VII. Other Business**

### **Action Taken:**

- Dec. 13-17 PTO will run the Penguin Shop so that students can buy gifts for their family members.
- Holiday T-shirts are in and will be distributed by PTO this week.
- PTO Mini Grants- Jan. 28th is the deadline to complete and apply, Feb. 7 teachers will be notified, and all monies must be spent by April 1, 2022.
- Mrs. Moore shared that a Yearbook baby photo announcement for 5th graders will go out in January.
- Garcia said that it takes two PLC's to get all of our work done. She gave the Leadership Team option A and B regarding how to structure our PLC Days.

A. SEL could be run by Admin and some support staff so that on Non PLC Days teachers get that 15 minute break      **OR B.** Return to the 1 special a day (moving away from the double specials days), but teachers would have to have      PLC's on Mondays and Wednesdays (1 for Planning and

1 for Data), instead of back to back on the same day (Monday or Wednesday).

The leadership team decided not to change their schedules at all. They have gotten accustomed to the schedule and they would rather revisit the ideas of a different schedule in the spring for next school year. However, they will take the information back to their teams to see what they want to do.

Share back with Mrs. Garcia by this Friday any possible schedule/WIN Time adjustments and anything else that a team may need to be successful.

#### **VIII. Next Meeting**

Date: 01/04/2022

Time: 3:00pm

Title: Colfax Leadership Team

Location: Media Center

#### **IX. Adjourn**

4:30pm

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