

Colfax Elementary

Meeting Minutes

Meeting Date: 10/03/2023 - 3:00pm

Title: Leadership Team

Location: Media Center

Attendance

Team Members:

Cinda Krueger, Specialists, Jessica Besaw, EC, Bethany Cline, Kinder, Ashley Garcia, Principal, Tamika Jones, 5th, Chelsea Lewis, 1st, Janette Lynch, 2nd, Ruthmarie Mitchell, Assistant Principal, Kelly Ripley, 3rd, Marjorie Runyon, Webmaster, Heather Schaeffer, CF, Cynthia Warren, 4th

Guests:

Minutes: Celebrate recent successes

Members shared out personal celebrations as well as what is happening across grade levels. There are some exciting things happening within our curriculum at Colfax in the coming month (field trips, room transformations...)

Review and respond to coaching comments

Approval of last meeting's minutes

Old Business

- Mrs. Garcia talked about the utilization of Eureka M2 and CKLA across the school. On Monday we participated in a Learning Walk with our Eureka M2 Coach, our CF, Admin, and our District Supervisor. It is not an option to opt out of using the curriculum provided by the district and it is the expectation that teachers will use them.
- There are a lot of additional worksheets and packets being used that do not tie back to the curriculum we have adopted as a district or to the NC Standards and/or Objectives. Does it tie back to the standards? Does it meet the objectives you have for your unit? Is it purposeful (relative to your lesson/unit)? Who is the supplemental assignment for and Why are you using the worksheet/assignment? Is it being used in place of the curriculum provided?
- Upcoming Professional Development: Oct 17 - EVAAS Data, Oct. 24 - Differentiation
- Volunteers: Consider the confidentiality of all students when volunteers work in your classrooms or around other students. Be mindful of what you are asking volunteers to file or assist you with.
- Plan ahead and give volunteers all of the materials they need to complete a task (copies, crafts, bulleting boards...). Supplies will not be given to volunteers if they come to the office.
- Homework: Drafted homework expectations were shared with leadership members. Members took time to read the purpose, reflective questions, time limits, instructional expectations and

consequences. Members had a discussion around the drafted expectations. Members had the opportunity to mark up their drafts and make comments for admin to review. Five questions to consider before assigning homework: 1) Do students understand the value and purpose of the assignment? 2) Will all students be able to do the task independently? 3) Is this assignment better done in class? 4) How much time should this assignment take? 5) What kind of feedback should I provide?

Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Additional Agenda Items

Action Taken:

Next Meeting

Date: 11/07/2023

Time: 3:00pm

Title: Leadership Team

Location: Media Center

Adjourn

4:42pm
