

Colfax Elementary

Meeting Minutes

Meeting Date: 02/06/2024 - 3:00pm

Title: Leadership Team Meeting

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, Heather Schaeffer, CF, Cynthia Warren, 4th

Guests: N/A

Minutes: Celebrate recent successes

Leadership Members shared their celebrations!

Review and respond to coaching comments

Approval of last meeting's minutes

Old Business

Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Additional Agenda Items

Action Taken:

Leadership Walk Through Aha Moments, Trends...

- Noticed that everyone was not observing according to the schedule or for the appropriate amount of time.
- Observed a class where the students knew the routines in the classroom even if the teacher was not there or directing them in that moment. Example: Two students were absent and as students transitioned they knew how to switch around without direction.
- Saw a lot of group work and collaborative activities going on.
- Saw a lot of activities where students were using manipulatives.
- A class was reviewing facts by playing Blooket.
- Observed a whole group activity where the students got to be a clock

The team was asked how these walk throughs impacted them -

- It was interesting to see students I teach in a different setting with another teacher.
- It was great to observe a teacher facilitate a lesson that I had just completed.
- I was able to get some great ideas for my own classroom.
- I was able to observe different pacing and consider my own. I also liked listening to different questioning techniques.

Mrs. Garcia will create a digital form for the leadership team to check off names and make sure that they are not missing anyone, as they complete walk throughs. They were also reminded to include their comments for teachers observed.

Instructional Expectations -

The leadership team was asked to go back and reiterate the expectations that have already been shared with staff at the beginning of the year.

Data -

The team discussed data and all the ways to interpret or look at various data points. The team also talked about the difference between Percentiles and Percentages. The admin team will continue to support grade levels during PLC's and individual teachers as needed or if requested.

Teachers are encouraged to talk about testing with students. Help them understand what test they are taking and the purpose for the test they are taking.

Next Meeting

Date: 03/05/2024

Time: 3:00pm

Title: Leadership Team

Location: Media Center

Adjourn

3:50pm