

**Irving Park Elementary  
Leadership Agenda  
9-5-2017**

**Members Present:**

Kindergarten - Marieke Maccione  
1st Grade - Debbie Lake  
2nd Grade - Katie Hager  
3rd Grade - Colby Williams  
4th Grade - Amanda Hagen  
5th Grade - Ellen Gilbert  
Enhancement - Jonathan R. Drye  
EC - Allison Lemmons  
Classified - Melissa Erkenbeck  
Curriculum - Sandy Hunt  
Administration - Cynthia McKee

**Minutes**

Motion Gilbert to approve, 2nd Maccione, Minutes approved.

**Recess:**

- Please make sure that students are not coming into the building alone while at recess.
- Keep your fobs with you at all times.

**Meetings:**

- Staff meetings are going to be played on the master calendar today and please check to see if you are receiving the master calendar.
- Leadership curriculum means all staff.

**A/B Week:**

- Four day schedule decided on because of the number of classes per grade level
- Melanie is more than happy to help during the week she is not teaching classes.
- You can sign up to go into the computer lab/media center to have Mrs. Mendenhall or Mr. Damrel to work on, please sign up for a time.
- Discuss this with your team.

**Title I:**

- Since the system has said we are not doing foundations county wide, we have \$8500 mandated for foundations implementations that we can now use for other programs to be used with students.

#### **Student Numbers:**

- We are over in K, all at 24 one at 25
- At this point we are waiting on HR to see if we are allowed to hire a new teacher.
- Other numbers are stable at this point.

#### **New Custodian:**

- Nicholas is now at Grimsley HS.
- Suzanne Malloy is coming to us from a job at a hospital.
- We will have a third custodian for a little while starting tomorrow.

#### **Staff Check in:**

- A staff concern has been brought to leadership that staff members are coming in late.
- Since we have the new fobs, we can swipe our fobs to check in and a report can be ran to see the time you checked in.
- Motion made to try to sign in using our fobs when we come into the building until the next leadership meeting and we will evaluate this system.

#### **Microwave in the Cafeteria:**

- It has been approved that we can put another microwave in the cafeteria as long as it is **kept clean**.
- As adults, we need to make sure that you cover your food and **clean up after yourself**.
- No students are allowed to use this microwave.