

Staff/Leader in Me Meeting Minutes January 18, 2021

Click [here](#) for the sign in/out!

Playworks- Courtney

Coach Jay (Jamere Dixon) would like to do virtual games around Habit #3 for 15-20 minutes in each of our classrooms.

Courtney will create a schedule for teachers to sign up for a time that will work for two weeks. This is optional and not required.

New Staff & Interns

Susan introduced our new third grade teacher Sawyer Ruffolo and our interns for semester two.

We've hired Yesenia Guerrero to teach second grade. She will begin on Monday, February 1st.

Staff Survey Questions - Susan

There were no questions.

Student Survey - Susan

A student/parent survey will be sent tomorrow, Tuesday, January 19th, via E-mail. The purpose of the survey is to determine each family's intention to return to face-to-face instruction or remain virtual. If they choose to return face-to-face, would they prefer 5 days or 2 days face-to-face/3 days virtual?

Parents should complete the survey for each child.

Report Cards - Susan

Report cards will be due on January 26th. The office will print and stuff them into envelopes.

You do not need to enter attendance. However, please add a comment for those students who don't attend regularly that reads "Attending virtual instruction is important for academic success."

Special Areas will only have comments, no grades. They will only add the comment to the report card once.

If you were unable to assess a student, add a comment that reads "Unable to assess. Student wasn't available."

Students off the Grid -Susan and Courtney

Please follow the process.

You try first to contact a family.

If you're unable to contact a family after multiple attempts, then the behavior team tries to contact a family.

Finally, if you and the behavior team have failed to contact a family after multiple attempts, then Whitney Wilkins will try to contact the family. We basically want to use Whitney in just those situations that may involve truancy.

Student Lighthouse Team Applications

Please send Holly Verdon any student lighthouse team applications you have ASAP.

Action Teams

Community Events

Donuts with Grown-Ups-Design a virtual donut with your family!

Discussed turning Literacy Night into a Scavenger Hunt this spring. Potential Virtual Literacy Night with different teachers with google meets to help make it possible.

Student Lighthouse Team

Chose Student Lighthouse Team Members based on received applications; Create new Student Lighthouse Team Member certificate templates. Send to teachers of students who were chosen. Have those teachers make copies of templates for students. Email Specials teachers the list of students and ask them to add to the LIM on the CCC

Communications

- ★ Semester 1 WIG Celebration video will be sent out as soon as all scores are received.
- ★ James/Brooks/Travis will start to work on Video Announcements. Due Date: Jan 25th
 - Virtual Announcements(weekly/biweekly): Videos, Jokes, Habit Information, Class WIG celebrations, Teacher interviews, etc.
 - In Person Announcements(Work up to daily): Weather, Lunch Choices, Habit Information, Activity updates, etc.

- ★ Celebrations Update
 - Need to send at least two a week.

- ★ Welcome Back Video (when we go back in person)

Sharpen the Saw

Secret Pal for semester 2 invite going out 1/18
February happy hour invite going out 2/1 for event on 2/24
Cards being sent to Susan for purchase.
February and March gifts planned.

School Events

- planned out Habit #3 virtual assembly
- assigned February roles for communication
- updated action steps above

School Culture

No notes on Action Plan

Academics

Each team member was assigned a habit to find instructional resources on the LIM website. Sheri commented that the website has been updated and they have new content, so we are going to find 2-3 items for each habit that we can share for teachers.

A calendar has been established for instruction of the habits-Jan (habit 2, McVerry); Feb (habit 3, Cathy); March (habit 4, Sheri); April (habit 5, Kim); May (habit 6, Crystal); June (habit 7, McVerry)

Document to instructional resources:

<https://docs.google.com/document/d/17PyeQDOgBjvktWUKboY0h3vL4eizCu0wI0uFWMxUMnk/edit?usp=sharing>

Kelly

Parent Lighthouse Team

Need more families to sign up for 7 habits training. Cyndie will send another email. Amy Eckles will make some phone calls. Need to make a decision by Thursday about whether or not the class will be able to meet.

February - Habit #3 Cyndie and Lisa will complete family connections.

Parent/Child Book Study - discussion. Pair with literacy month? Amy Eckles wondered about this for some of the

Parents who are seeking help from sped department. Need to wait on this until after board meeting and decision

Literacy night.

Cyndie met with Kate Appel to discuss Feb parent involvement as well as Literacy connection. Talked with Dave Johnson about teaching spring class - will be dependent on his schedule.

