

## Staff/Leader in Me Meeting Minutes March 1, 2021

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

### Conferences

We will follow the procedures outlined on this document: [Spring Conferences Procedures](#). *Note: There is no need to coordinate with teachers of siblings! :)*

We each made a copy of the [CES Spring Conference Scheduling](#) form to share with parents to schedule conferences. You can watch this [Loom video](#) if you need help with this. Be sure to make the following changes to fix errors on the original form:

- Change the dates to the March dates
- Add the specials teachers to the last question

Courtney plans to share the most efficient way to manage the Google Meets/Links for our virtual conferences soon.

We would like the information/data you share with parents to communicate student growth. Please focus on the growth a student has made versus how far the student is from reaching a benchmark or grade level expectation. Please consider using this [Student Planning Sheet](#) to prepare for each student's conference.

### Food Distribution

Courtney asked for feedback regarding how we were distributing food for students to take home.

### Retentions

We will collect names for retention during PLCs before parent/teacher conferences.

### Instructional Routines

We revisited instructional routines during PLCs last week, because it is a critical component of our reading instruction. We didn't revisit them to make anyone feel bad or incompetent. If you've been doing them all along, GREAT! If you've let them slide, please integrate them back into your instruction. THEY WORK! If you need to see someone model them for you, please speak with Kelly McVerry or Shawn McMeekan.