

Staff/Leader in Me Meeting Minutes
4.5.21

Welcome!

Welcome back Amy Ritter (First Grade) from maternity leave!
Welcome Megan Ross (Intern with Laning Kindergarten)!

Construction Update

Feel free to tour the newly renovated south end of the building.

Attendance Logs

We will continue to take attendance using the logs versus Infinite Campus.

Monday, Tuesday: Makeup Contacts from before Spring Break

Wednesday- Tuesday: New April logs, 2 contacts per week

Covid Procedures/Updates

Please have a family call the Front Office to report a case. Lisa will contact Andy Birt on the family's behalf.

Please plan to provide packets for in-person students while they are quarantined.

Please maintain six feet distance when possible, three feet when not possible.

Fully vaccinated people can refrain from quarantine and testing following a known exposure if asymptomatic.

Chromebooks

Moving forward, please record tech that students return on this document: [Tech Return \(Chromebook,Charger, Jetpack\)](#). Then place the tech in a bag and place the bag in the library.

Students who have not returned Chromebooks should not be allowed to use a Chromebook from the classroom Chromebook cart. We hope this will motivate students and their families to return Chromebooks.

Nichole Clark (Webb)

While Nichole is our new building substitute teacher, please continue to enter your absences and sub requests in Red Rover. We still want to use outside substitute teachers as much as possible and use Nichole only when no one picks up an absence.

Temp Checks

Do not send students to the office. Behavior Team members can check temp in the classroom.

Tardies

After 9:30, all students receive Choice 2 for lunch. Lisa/Shelley will inform the kitchen. You do not need to do anything.

Extra Desks in Rooms

Let Lisa know if you have more than one or two extra desks. She'll let Miss Melissa know you need them removed.

Bus Circle

Please spread out along the loop instead of bunching in a single crowd. We need to leave the area by the pickup clear so Courtney and students getting picked up can move easily between the building and their cars.

Health Safety Measures Still In Force

Students are not allowed to use the bathroom or the hallways on their own. Students are still expected to wear masks and maintain six feet distance when possible.

Action Team Time

Community Events

Literacy Night:

- Every kid needs a book/food. (Susan's non-negotiables)
- Pizza? Something to get them here.
- April 21st or 28th?- 28th will be nicer and give us more time.
- Choose your own adventure with yard signs. Story that continues after each sign.
- Create our own CES construction story. Could use playground.
- 2 craft ideas:
 - Could be like a fishing game, but with trucks/cranes.
 - Could we buy construction hats for kids?
 - Cones for stations/decorations?
 - Popsicle stick letters
 - Building words with rocks
 - TPT construction literacy centers

- Need projector to show readings from staff. If others want to read then they can.
- Check with Justin Ansel if we can use the field/if there will be kids out there.
- Need an RSVP by the 23rd

Student Lighthouse

Holly will email Courtney to acquire a list of all kitchen and bus staff.
 Kelley will talk to Susan to plan how to meet in person and virtually.
 Angela will set up our next meeting on Wednesday, April 21st.

Communications

- ★ Highlight classes for Math WIG in Announcements
- ★ Announcements out on Monday
- ★ Sawyer will get virtual celebrations to Dr. T
- ★ Allison/Travis/Emmy will work on getting extra celebrations.

Sharpen the Saw

Secret Pal reminder, exchange by April 16th
 Staff event-possibly April 30th (depending on location)
 What Went Well Wednesdays- In person after dismiss at the bus loop and Facebook page

School Events

Emily F. will share the Habit #5 winners with Dr. T by 4/29.
 Tatum will upload the Habit #5 winners to CCC by 4/29.
 Carrie will send a reminder email to teachers about the slideshow and awards due 4/29 by 4/26.
 Carrie will send an email to CES certified teachers w/slideshows by 4/12.
 Tatum will create the Habit #5 certificate by 4/9
 McKenzie and Sherria will create the Habit #5 slideshow/video by 4/9.

School Culture

No Action Plan

Academics

Testing Committee/Planning:

After speaking with Susan and her deciding it should be pretty chill this year, the committee is going to brainstorm some ideas on how to encourage students/teachers, yet not be stressful. Committee will email Kelly with ideas.

Attendance WIGS:

We will be asking teachers to start their attendance tracking again for the rest of the year.

-Virtual Teachers: They will track classroom attendance only.

-Kindergarten teachers: Since we don't have 'attendance helpers' as a leadership role this year, we will ask kindergarten to track at least classroom attendance. The kids will at least get to understand the vocabulary involving a WIG, how to track, etc...

-1st through 5th teachers: Both personal and classroom WIGs will be distributed to the teachers, and they can decide if they will do both at this time of the year, or at the minimum, the classroom WIG. Those that don't have Leadership Notebooks established at this time will not be expected to start that up mid April. However, those that have been doing it, and can continue, will be asked to have kids do personal tracking, as well as classroom tracking.

Parent Lighthouse

7 habits class to begin on Friday a.m. Cyndie will make final contacts (only 3 families) and send home materials with students.

Paras will assist in loaves and fishes distribution Thursday and Friday

Habit #5 Family Connections sent to Allison for April

Amy Eckles will write up a plan for a small book study in the spring for parents and their students.