

**Edgar Allan Poe Elementary
Combined SDMC/Team Leader Meeting Minutes
May 19, 2022**

AGENDA-

Mr. Amerson asked the team leaders to submit questions and concerns for the final SDMC meeting of the year. The topics and discussion follow:

1. End of Year procedures
Mr. Amerson went over expectations about end of year procedures including the picking up and inventorying of textbooks, packing up rooms, and turning in laptops.
2. Student Measures
Mr. Amerson and Mrs. Marroquin went over the student performance measures and handed out a list of the district preapproved assessments and explained how to find them.
3. Field Day
Coach Hayden explained field day and answered any questions.
4. Breakfast in the classroom
Teachers asked if there could be another way to serve breakfast. Mr. Amerson explained that after talking with food services, we will try serving in the cafeteria before school and leave carts available for late students so all have access to breakfast
5. Printers
This issue had already been resolved. It is just taking a while to get supplies after ordering.
6. Fine Arts Rotation including Library
Mr. Amerson explained it is difficult to remove library from the rotation so he asked the teachers to give more input. After input, he suggested working with the librarian so she hears some of the concerns and finding more things for the children to do after she reads them a book. It was also mentioned that all students are not checking out books. He told the group that will be a requirement next year.
7. Class lists for next year
Mrs. Tsai created a spreadsheet teachers will use this year to create their class lists and the spreadsheet and a video explaining it will be available to the teachers the week of May 23. (at this time it is already available to teachers)
8. Schedules for next year including recess
All schedules are reviewed and revised every year.
9. Canvas/Hub/Clever
Teachers asked if students would be able to access MyOn and other resources after the Hub goes away. Mr. Amerson told them yes.
10. Little Heroes

There were complaints about Little Heroes leaving rooms messy. Mr. Amerson told the teachers the staff will work on this and there will be a procedure for leaving complaints.

11. SUMMER PLANNING for next year

Mr. Amerson asked for volunteers to help with the following plans and creating the school-wide calendar of events for next year. These meetings will occur during the summer:

- a. School-Wide Writing
 - Empowering Writers
 - Readers/Writers Workshop
 - 6+1 Traits
- b. Planning for PD for...
 - August 8
 - August 16
 - August 17
 - August 18
 - August 19

- c. Data Committees for SIP
 - Demographics
 - Student Learning
 - School Processes and Programs
 - Perceptions
 - Needs assessment overview

12. Calendar Meeting- June14 @ 1 pm

These are the original questions submitted by the teams (the above agenda should cover each of these)

Kinder

Behavior/Discipline: This was a big topic of conversation that kinder is concerned about. The behaviors this year, as you know, were different than years past. We want to be prepared and have a plan for any types of behaviors and discipline the students the appropriate way. The first few months of school are crucial to lay down rules and routines especially for those little ones. We were wondering if there was a plan for students that are having a harder time adjusting than others. Are there steps to take if another child is exhibiting more intense behaviors that are putting our class in danger? Will we have more training/guidance on this? We are just wanting a plan that we can follow and stick with that is school wide so that Fine Arts teachers can use it as well.

Library/Computer Lab Rotation: Pre covid, library was not part of the fine arts rotation, and we were wondering if it would go back to its own rotation next year. We also remember that there would be a scheduled time to take your class down to the computer lab. Will this be an option moving into the next school year?

Desktop Storage: Since we just got these new laptops for the kids to use, we have all of the desktops piled up in our rooms. When we are closing out the school year and packing up our rooms, will we be able to have a place to store these or bring them back to the computer lab?

Little Heroes: The after-school program uses some kinder rooms, and they are being left a mess for teachers when they come to school the next morning. There was not an issue when it was just the kinder kids in the rooms, but they just recently brought in the bigger kids and are now being left a mess. The Little Heroes teachers were notified many times and it hasn't been successful. There have also been a lot of behavior issues happening at Little Heroes that normally don't happen in the classroom. We've received many emails from parents about these behaviors and them not being resolved at the after-school program.

1st grade

Student Measures—it's been 2 years since I've done them, and the platform is completely new. In the past, our first grade administrator has walked the team through doing this once a year task. First grade would like that this year. We need it.

End of year parties—parameters? Again, for me, it's been 2 years without doing an end of year party.

2nd grade

1. Detailed explanation of how rooms should be packed out.

- Where to store books and other resources in room?
- Does everything have to be off the walls and bulletin boards?
- Any universal place for teacher resources?
- Can we have old computers removed from our room?

2. Resource Inventory list

3. When will we receive student cards for class assignments next year?

4. Expectations for End of Year Parties.

5. With switch to Canvas will students have access to digital resources over the summer? (Can we tell families of lower kids that they can access them?)

3rd grade

Breakfast - are there alternatives for breakfast distribution? Mornings are challenging as we are waiting on the arrival of breakfast. The arrival time is inconsistent. Lessons are interrupted and breakfast is overall a big interruption.

Recess schedule - will the schedule potentially be different next year?

Printers - both of our grade level printers are out of order; please will they be fixed soon?

Third grade teachers would like the textbook inventory lists.

And we are also struggling with creating next year's class lists.

4th grade

We have questions about field day and closing out our rooms/textbooks/end of year stuff.
