



School Leadership Team

Meeting Minutes

November 9, 2020

Updated December 14, 2020

- I. Welcome and approval of [October 12](#) minutes including items in Safety and Title IV log - 7:30-7:35p
 - A. Discuss any necessary changes
 - B. Vote on approval
 - A. Reminder: Next meeting - December 14 @ 7:30-8:30p (2nd Monday of the month)

Attendees: Brandi Marks, Parent Brooklyn Hough, Principal CeCe Muhizi, Parent Courtney Hubbard, Principal Fellow Courtney Riley, Teacher (Art) Cristy Travaglino, Parent, Chair Cynthia Karim, Parent Maniya Arrington, PTA President Megan Last, Teacher (3rd grade)	Attendees cont.: Michele Baxley, Teacher (6th grade) Rebecca Grgurina, Asst Principal Yahaira Jackson, Parent, Timekeeper Kelly Taylor, Talent Development Emily Bullard, Teacher (Kindergarten) Lisa Vaughan, Parent Sarah Jane, Teacher's Assistant <u>Not Present</u> Laura Bernstein, Parent, Recorder Maniya Arrington, PTA President
October 12, 2020 Minutes Approved	

- II. Approved to offer school pictures - 7:35-7:40p
 - A. In-person elementary students pictures on Nov 17 and 19
 - B. Full remote will receive sign-up genius for pictures on Nov 20
 - C. Make-up and middle school pictures in December

- If FRA fills up, more time slots can be added to Sign Up Genius.

- St. Johns will keep an eye on the sign up list and she can add photographers and sign up times.
- Teachers should have sent sign up in their emails/newsletters
- Every family will receive a link to pictures taken and they can purchase if interested; all students will get pictures taken; these will be in the school yearbook

III. Temperature check procedures - 7:40-7:45p

A. Move checks to inside vestibule

- Thermometers were not reading well during cold mornings/arrival times-temperatures were running to low or too hot.
- On too hot or too cold days, students can have temperature taken in the vestibule area.

IV. Update to grading plan - 7:45-8:00p

A. Students who enroll with missing grades from previous school

For students who enroll at RFST without a grade for a specific class due to not having the class, the teacher can leave a blank. At the end of the year, the teacher will take the average of the remaining quarter grades to determine what the missing grade will be. SLT was in agreement to take an average.

V. School Improvement Plan Update - 8:00-8:25p

A. Topic for this meeting: School communication with students and parents

1. Review metrics
2. Parent education courses
3. Creation of student newsletter
4. Consider if want to add to goals

The RFSA Team has worked hard on the MTSS process and have established a consistent MTSS process to support students.

SLT revisited SIP regarding school communication. Feedback on communication is strong. Beneficial to have all information in one spot-Smore. Facebook and Instagram are helpful. There is a lot of information but it's helpful. Would love to see some in-school pictures.

SLT discussed ways to increase parental involvement at events. Some ideas:

- Possibly have a raffle the next day

- Possibly create a student newsletter to post events for students
- Families who attend events can help their child's class earn a feather for attending; for middle school-have a competition for homerooms who attend events

Related to Safety topics

- Encourage students to use first and last name on Zoom
- Agent Jason Kaplan will be presenting to families on social media safety

Discussed additional goals for SIP-parent courses.

VI. Closed session - 8:25-8:30p

A. Safety and/or Title IV issues (if any)