

Lake Wylie Elementary

Meeting Minutes

Meeting Date: 01/05/2024 - 12:00pm

Title: Instructional Leadership Team Meeting SIP

Location: conference room

Attendance

Team Members: Jigna Patel, Joycelyn Bryant

Guests: Tonya Reaves and Jennifer Counselman

Minutes: Celebrate recent successes

Review and respond to coaching comments

Approval of last meeting's minutes

Old Business

1. Feedback Forms and Walkthrough Schedule

- Ms. Bryant created a walkthrough form. This allows all of the administration to see each teacher every week. Ms. Bryant will create a new schedule each week.

-Administration will review the observation notes and feedback for each teacher from the previous week before giving the teacher feedback again. Administration will observe trends of next steps and PD.

2. Transition Plan

-Create a folder with administration for transition of new principal(documents, calendar, meeting notes, communication).

-Create a meet and greet date3. Data Analysis-Create a time to analyze incoming midyear benchmark data

-Dusi team will come in February to review data with teachers in K-24. Parent Engagement'

-Bingo Night in March February 29th- 5:30-6:45pm-Talent Show - March 21st-Talent Show 5:30-6:45pm

-All teacher will need to pick one event to attend

Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

Additional Agenda Items

Action Taken:

Next Meeting

Date:

Time:

Title:

Location:

Adjourn

1:30pm
