

WINDSOR FOREST ELEMENTARY SCHOOL

School Council Meeting Minutes

May 18, 2017
3:00 pm

Members Present:

Name	Role
Sarah Glover	Parent
Kimsherion Reid	Principal
Joseph Acosta	Teacher
Emily Glick	Teacher

Others Present:

Name	Role
Quennesian Joyner	School Counselor

Agenda Item	Notes
Call to Order	The meeting was called to order at 3:00 pm.
Approval of Meeting Agenda	The motion was made and properly seconded to approve the meeting agenda as presented.
Approval of Meeting Minutes from Last Meeting	The motion was made and properly seconded to approve the minutes from the last meeting as printed.
Principal's Report	PBIS Kickoff for 2017-2018 WFES will officially begin its 2017-2018 PBIS kickoff Friday, May 19. Parents and community members have been invited to join the staff as we cheer the students on as we get them excited about next school term and what is in store for them. The kickoff will continue with the staff as the PBIS team members host a tailgate for the staff members. The team will provide an official orientation to all certified and classified staff members. At the end of the orientation, everyone will participate in tailgate activities to facilitate excitement and enthusiasm for PBIS 2017-2018. Volunteer Appreciation Brunch

Ms. Joyner coordinated a volunteer brunch to recognize all volunteers who have so diligently assisted us throughout the year. Each organization received a plaque and each volunteer received a certificate. Ms. Sherry Mikell was recognized as the "Volunteer of the Year 2016-2017." Several volunteers participated in the brunch and some even sent positive feedback to Ms. Joyner and Ms. Reid, expressing their appreciation for being recognized. Publix donated all food items that were served for the brunch.

Teacher Appreciation

PTA was phenomenal during Teacher Appreciation Week. The teachers were provided a breakfast by PTA and they were provided cups with a message on them and were filled with candies.

Summer School

Summer school is available for students who do not meet promotion based upon multiple criteria. Some of the criteria include attendance, final course grades, and benchmark assessment results. There is a parent meeting scheduled May 23 at WFES. Onsite registration will begin May 31 at WFES. The summer school site for WFES students is White Bluff Elementary School.

Enrichment Camp

Enrichment camp will be offered at WFES for students who do not meet summer school requirements but can use the remediation to accelerate their achievement. The focus will be reading and math for rising 2nd through 5th grade students. Teachers will use a blended learning approach, incorporating software to help eliminate skill gaps in reading and math. Participation is strictly voluntary.

GMAS Preliminary Data

There have been major gains in the areas of reading and math. Currently the results are unofficial, especially with students just completing the re-tests in reading (3rd and 5th grade students) and math (5th grade students).

WFES Exits the Focus List

The faculty and staff at WFES continue to close the achievement gap between sub groups at WFES in comparison to the performance of sub groups at the state level.

Old Business	None
New Business	None
Adjournment	The meeting was adjourned at 3:36 pm

WINDSOR FOREST ELEMENTARY SCHOOL

School Council Meeting Minutes

January 13, 2017

9:30 am

Members Present:

Name	Role
Cynthia Benford	Parent
Sarah Glover	Parent
Kimsherion Reid	Principal
Joseph Acosta	Teacher

Others Present:

Name	Role
Quennesian Joyner	School Counselor
Erica Swindell-Foster	Assistant Principal

Agenda Item	Notes
Call to Order	The meeting was called to order at 9:30 am.
Approval of Meeting Agenda	The motion was made and properly seconded to approve the meeting agenda as presented.
Approval of Proposed Meeting Minutes from November 16, 2016	The motion was made and properly seconded to approve the minutes with the change of date printed on the minutes from February 12, 2016 to November 18, 2017.
Principal's Report	Positive Behavior Interventions and Support (PBIS) Windsor Forest Elementary School was selected as one of ten schools in the district in the first cohort group to receive PBIS training from the state in order to fully implement PBIS during the SY 2017-2018. Community Partners Ms. Joyner, Counselor, presented information to the Council regarding donations that have been made by various businesses from the community. Donations of turkeys, hams, etc. were made to more than 20 families November and more than 25 families during December.

White Bluff United Methodist Church and the Lutheran Church continue to make back pack donations for students to take home each Friday. Students from AASU donated one book for every student enrolled at WFES.

LOVE Mentors

The LOVE mentors continue providing their services to students at WFES. They work with students to enhance their reading and math skills, such as addition, subtraction, and multiplication facts as well as Fry sight words, reading fluency, and reading comprehension.

Parental Involvement

The parental involvement at WFES continues to increase. Parents have attended curriculum night events in record numbers. The winter concert was well attended also. Parents have completed feedback forms at the end of each event and the satisfaction regarding relevance of each event is documented in 99% of the feedback received.

Benchmark Assessment Updates

The district has three assessment windows to monitor students' progress in reading and math throughout the year. We are currently at the end of the second window. The leadership team will collect and analyze the data available.

Response to Intervention

Ms. Foster provided an explanation regarding Response to Intervention, which included what it is, how it works, and why it is beneficial.

Intercession

Ms. Reid explained Intercession to Council members. The explanation was detailed and included information regarding standards for each content area that will be assessed at each grade level. She also explained how students will receive instruction during Intercession via a modified schedule to make certain skills are retaught if students have not mastered them. This is in preparation for GMAS as well as to prepare students for success at the next grade level.

Georgia Milestones Assessment System (GMAS)

The GMAS is a state assessment that is administered to students in third through fifth grades. Students in third and fourth grades will be assessed in the areas of reading and math. Students in fifth grade will be assessed in reading, math, science, and social studies. The assessment is given at the end of the year during April. Students in third grade who do not achieve a score at Level 2 will have an opportunity to retest in

	order to increase their scores. Students in fifth grade who do not score at a Level 2 in reading and/or math will have an opportunity to retest in order to increase their performance in those areas.
Old Business	None
New Business	None
Adjournment	The meeting was adjourned at 10:35 am

WINDSOR FOREST ELEMENTARY SCHOOL

School Council Meeting Minutes

December 13, 2016

9:30 am

Members Present:

Name	Role
Emily Glick	Teacher
Kimsherion Reid	Principal
Joseph Acosta	Teacher

Others Present:

Name	Role

Agenda Item	Notes
Call to Order	The meeting was called to order at 9:35 am.
Approval of Meeting Agenda	The motion was made and properly seconded to approve the meeting agenda as presented.
Approval of Proposed Meeting Dates	The motion was made and properly seconded to approve the proposed meeting dates.
Principal's Report	Extended Planning Time for Teachers Teachers participate in extended planning time to analyze current data available as well as plan lessons in response to students' needs based on what is revealed by the data. Teachers collaborate on best practices and share what works what does has not worked for them. Guided Reading The Academic Coach, Kim Mole will redeliver training to teachers regarding what is effective guided reading and what is not. This is critical since our greatest opportunity for growth is in the area of reading. Wildcat Walkthroughs

Teachers participate in Wildcat Walkthroughs by observing instruction in the classes of their colleagues. Although the practice is referred to as a walkthrough, it is really a learning walk. The teachers observing are actually learning by observing. They return to the data room after their walkthrough and compare notes that were taken during the walkthrough. Once the data is compiled, administration along with the academic coach analyze the data to plan professional development for the teachers. For example, if a large number of teachers are asking low level questions, a professional development session on higher-order questioning strategies will be presented to engage the teachers in this practice so they can implement it in their classes.

Old Business	None
New Business	None
Adjournment	The meeting was adjourned at 10:08 am

WINDSOR FOREST ELEMENTARY SCHOOL

School Council Meeting Minutes

November 18, 2016

9:30 am

Members Present:

Name	Role
Cynthia Benford	Parent
Sarah Glover	Parent
Emily Glick	Teacher
Kimsherion Reid	Principal
Joseph Acosta	Teacher

Others Present:

Name	Role

Agenda Item	Notes
Call to Order	The meeting was called to order at 9:30 am.
Introduction of Members	Each member was introduced by presenting name and role on the School Council.
Approval of Meeting Agenda	The motion was made and properly seconded to approve the meeting agenda as presented.
Approval of Proposed Meeting Dates	The motion was made and properly seconded to approve the proposed meeting dates.
Principal's Report	Curriculum Night: Reading and Math Literacy This event took place earlier this fiscal year than it did last year. The attendance at the event tripled in comparison to last year. Students participated in "make and take" activities and a scavenger hunt. Parents received valuable reading and mathematics information in the form of resources. The purpose of the information was to equip parents with resources that will help them help their children at home.

	<p>Magic Marc Magic Marc has entered into an agreement with PTA to provide two school-wide assemblies and to share his book with students in every class. His program promotes reading and character.</p> <p>LOVE Mentors The LOVE mentors have begun providing their services to students at WFES. They work with students to enhance their reading and math skills, such as addition, subtraction, and multiplication facts as well as Fry sight words, reading fluency, and reading comprehension.</p> <p>Walk to School WFES staff, students, parents, and community members participated in the monthly Walk-to-School event November 18. Two turkeys were donated for a drawing. The names of parent participants were entered for the drawing and two names were pulled.</p> <p>Community Involvement Various community organizations have made contact with WFES to offer their services in partnership with the staff and parents. A group of students from ASU donated teacher supplies to all new teachers at WFES. They have also purchased one book for each student that will be presented to students during the week of our next curriculum fair. They will also donate books to one classroom library and setup the library as a model classroom library at WFES.</p>
Old Business	None
New Business	<p>School Council members presented information on how they can partner their businesses with staff and parents at WFES to offer grocery gift cards, etc. for selected families at each grade level. They will work with the counselor to make the donations available; however, student and family information will remain anonymous to donors, etc.</p> <p>Ms. Glover asked for needs so she can spearhead the grant writing process to submit proposals for technology, etc.</p>
Adjournment	The meeting was adjourned at 10:15 am