

Westside Elementary School
Instructional Team Meeting Minutes Report

Meeting Date: 1-15-15 Time: 3:30 p.m.
Title: Location: Mr. Scott's Office

- I. Team/Guest Attendance (members and guest)
 - 1. James Scotty, Vicki Russell, Danny Price, Robin James, Melissa Vernon, Jennifer Combs, Richard Bowden, Nikki McGowan
- II. Celebrate Recent Successes
 - 1. James and Bowden had a breakthrough with student who was taking accountability for issues/Pokémon cards☺
 - 2. Price had a class average on long division with 90% average
- III. Approval of last meeting's minutes
 - 1. Minutes were approved
- IV. Old Business
 - ❖ Any new idea on what we can take off of teacher's plates
 - ❖ No new ideas email Nikki if you come up with new ideas.
- V. Other Business
 - ❖ Set up a time for second 4th grade ITM
 - As of this time, we will not worry about a second meeting
 - Choose a Monday or Tuesday to do a lunch meeting in February.
 - Maybe the 3rd Monday or Tuesday
 - Talk to Marc about his idea
 - ❖ Inside recess; switch back to old time when we are inside? Cara and Bridgite are late and with only one on the hall not everyone gets the 5 minute break at recess.
 - Switch back to 1:00 for inside recess time but do outside as we have been before.
 - ❖ Bowden had another question about recess. Can we have them walk at recess that needs to be taken care of. Mr. Scott said that we can name some activities that can be called physical activity and naming it something else
 - ❖ Sick days have been used. Total of over 200 sick days and _____ personal days.
 - Use a sick day because you are sick and stay home
 - Do not take a sick day and then go out on the town or on vacation
 - We can schedule dr appointments at 2:50 and get to leave at 2:45 and he will work with us
 - We are spending over 75,000 in subs for the year.
 - ❖ Map Data:
 - Will fill out forms to look at data
 - See attached form
 - 4th grade is the grade that must show growth in WES 3rd grade sets the base line.
 - What are we doing to show growth and push all students up to level or to move up
 - Next year trying to set up a set intervention schedule for teachers to work with students. Maybe 3 working with excelling students and 3 with deficient students.
 - Keep looking at data it is something we should look at all the time.
 - Use data to group kids and differentiate instruction.
 - ❖ Retention:
 - If you are thinking of retaining a students, contact Mr. Scott for a letter to send home to parents.
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- Next Meeting
 - A. Date:
 - B. Time:
 - C. Title
 - D. Location:
- VI. Adjourned Time 4:26

Members in Attendance:
