



## Briarlake Elementary School Council Meeting Minutes

**May 4<sup>th</sup>, 2017**  
**Media Center**

Members in attendance: Debbie Martin-Gerstle (Chair), Jen Petrich, Anjevon Smith (Vice Chair), Ms Wise, Ms Law, and Ms Lewis (Principal)

Members Absent: Ellyn Cochran (Secretary). Jen Petrich is acting Secretary today

Non-voting parents present: Tony Pan and Jin Choy- Academic Achievement Committee co-chairs , Liberty Garcia- new parent Rep, Sonya Tinsley-Hook- PTA Co-Pres

Non-voting teacher present: Ms Baerman- new teacher Rep

- 1) Call to order at 1:08 by Debbie Martin-Gerstle
- 2) Inspiration – by Debbie: this is her last meeting as chair of the Council; she thanks everyone for their service and dedication. School Council has come a long way and has accomplished a great deal.
- 3) Pledge of Allegiance- All
- 4) Approval of Agenda –
  - a. Mrs. Law made motion to approve Agenda;
  - b. Ms. Wise seconded;
  - c. all in favor, none opposed
  - d. Agenda approved
- 5) Approval of March Minutes –
  - a. Debbie made motion to approve Minutes;
  - b. Mrs. Law seconded;
  - c. all in favor, none opposed
  - d. Minutes approved
- 6) Recognition of visitors- Sonya, Liberty, Tony, Jin, and Ms Baerman
- 7) Principal's Report (Ms Lewis)
  - a. Attendance and safety update
    - i. Current enrollment – maintaining (~406); the District decides the number of seats available through House Bill for School Choice. We do not have a say.
    - ii. Safety issues at carpool – top cones working well save one incident; Jen is putting up bottom cones again; will send out flyer with positive safety rules (instead of don't do); We will repaint the exit arrows at the end of the drive; We will get no thru traffic signs for driveways (illegal to drive through to

avoid traffic); The sign displaying times that you cannot turn left (upper driveway) will be kept the same

- b. Projected enrollment for next year
  - i. Went up by 9 or 10, but washed out by number going to Kittredge;
  - ii. Additional 3<sup>rd</sup> grade room needed, space issue?- room will be in the new hall where Mrs. Beaver's class is now; this Spec Ed class will go to a trailer; will be a shared trailer
- c. Staffing update
  - i. New STEM tech position – will lead tech to serve students and teacher's PL and fill in for guidance we had from Ms. Kelly; will shadow Ms. Kelly to be able to provide the same guidance; full-time position; interviewing now; strong tech skills and knowledge required
  - ii. New teachers needed? May 31<sup>st</sup> is the close of the transfer window and resignations; Ms Lewis will notify everyone after this date; Ms Lewis is looking for ways to help parents' anxiety with staffing changes; it is the system that works, not just the individual; we need to have faith in the institution and the potential of new individuals; this is a best practices concept
- d. Innovative Lab and Media Center update
  - i. Innovative lab- put media center on hold for innovation lab, which is up and running; next piece for innovation lab is to receive furniture (already paid; here first week in June) and brighten up with murals;
  - ii. Media center – instead of putting large sums of money into media center, put the money into something that will generate money for us to pay for media center, and can be used for other things as well- ie. a digital marquis;
  - iii. Digital Marquis- corporate sponsors can advertise, easy/fast to change message; will seek guidance for rules that may apply about who can sponsor; idea is from Universities and HS's; do elementary schools do this?; discussion of idea to include paid sponsors on side bar of Blast; others schools do this (orthodontists, sports, etc); can market with research on how many can see from what distance; table idea for now; continue discussion at Joint Leadership meeting
  - iv. Foyer Plans- Mrs. Lewis' plans to use the digital monitor in Lobby for all groups to advertise upcoming events and take down bulletin board; see attached pictures; continue discussion at Joint Leadership meeting

8) Unfinished Business

- a. Stem Update – need date to get together with partners (Forest, Carlos, High); looking at 5/17 at 5:00, before Lakeside Cluster meeting here are Briarlake

- b. Teacher Gifted Certification – determine date that teachers have to register by, so we can ensure they all are registered to get Gifted certified
- c. Aftercare Update – starting this Fall, all enrichment opportunities will go through the after-school program, enrichment opportunities will be advertised ahead of time for parents; once those vendors are determined, interest will be assessed; children not in full-time after-care can join by paying ahead of time (daily drop-in fee is \$15 per day – for 6 weeks this would be \$90; and there is a one-time \$25 annual registration fee). There is a Remind link for aftercare to keep parents updated; will also be adding aftercare section to the Blast for announcements
- d. Junior Beta Update – notices went out for kids who qualified; need 75%ile in reading and math MAP; and 3.5 GPA; ~17 kids will be inducted. This is consistent with previous years
- e. Duke TIPS Update – Ms McMillan is lead teacher; they do accept MAP scores for 4<sup>th</sup> and 5<sup>th</sup> graders; Anjevon will continue to follow up
- f. Accelerated Reading update – AR can only be done on school internet; students are doing some in aftercare; teachers have their own reward system
- g. Science Workshops – Big Thinkers are coming next week and the week after; sponsored by PTA; every class will have their own time with hand-on workshops
- h. Lakeside Cluster meeting – 5/17 at 6:30pm here at Briarlake; Regional Superintendent (Mr Arnold), BOE Member (Mr McMahon), as well as cluster Principals, and School Council and PTA leads, will be in attendance; add to agenda the idea of having teachers in cluster connect with each other. Sonya and Debbie will be Co-Chairs of this group next year.
- i. Community solicitation/donation criteria – Tony contacted Dekalb, no official guidance; he tried to talk to Regional Superintendent; hasn't heard back; Ms Lewis has talked to him; the solicitation/donation criteria are at the Principal's discretion. We need to develop policies about who can do this. At the bottom of Dekalb County website, it says they do not discriminate against groups like Boy Scouts, etc. There is also a space utilization form, but that goes to the District, and it has no rules or guidelines (all at Principal's discretion); will table for now. Tony will share all info with Anjevon.
- j. Milestone Criteria for Advancement – for 5<sup>th</sup> grade reading: lexile score cutoff for promotion to 6<sup>th</sup> grade; for 5<sup>th</sup> grade math- did they move it down to a 2 (from a 3)?; 3<sup>rd</sup> grade only has a lexile requirement. Ms Lewis will check on lexile levels and math score required
- k. MAP testing in May – this week for K-2, next week for 3-5

- l. Reading for Six Flags – no update

9) New Business

- a. Election of 2 new Parent Reps – Liberty Garcia and Pamela Hege; Debbie and Jen are rolling off
  - i. Debbie motioned to elect Liberty and Pam as new parent reps;
  - ii. Mrs. Law seconded;
  - iii. All in favor, none opposed
  - iv. new Parents Reps approved/elected
- b. Welcome to 2 new teacher reps – Ms Wise will stay and serve a 1-year term; Ms Baerman will serve a 2-year term
- c. New officer elections
  - i. **Chair**
    1. Anjevon nominated by Debbie, she accepted,
    2. Mrs. Law seconded;
    3. All in favor, none opposed
    4. Nomination approved, Anjevon is new Chair
  - ii. **Vice Chair**
    1. Liberty nominated by Debbie, she accepted,
    2. Mrs. Law seconded;
    3. All in favor, none opposed
    4. Nomination approved, Liberty is new Vice-Chair
  - iii. **Secretary**
    1. Ellyn nominated by Debbie,
    2. Mrs. Law seconded,
    3. All in favor, none opposed,
    4. Nomination approved, pending Ellyn's acceptance, Ellyn is new Secretary
- d. By-Law change – See attached. We will add 3 members to the Council: Mentor/ex chair (1), and Co-Chairs of Academic Achievement Committee (2). These positions must be voted in by the Council. They are not elected by the parents. Therefore, they are non-voting members.
  - i. Debbie motioned to make By-Law addition
  - ii. Anjevon seconded;
  - iii. 1 opposed (Ms Wise), all others in favor;
  - iv. 3 additional non-voting members are approved
    1. Add mentor/ex-chair – Debbie
    2. Add Academic Achievement co-chairs- Tony and ? currently looking for 2<sup>nd</sup> co-chair (to fill Jin's empty seat)
- e. New Gifted Criteria –MAP is taken 3 times a year so Gifted screening will now be every year for all grades (Fall testing); in K-2, the District will look at Fall and Winter MAP to determine Gifted eligibility; Ms. Lewis will confirm that annual screening applies to grades 3-5

- f. Advanced Content update – continuing and increasing differentiation in the classroom for next year; We do not want to burn teachers out; we had amazing movement with STEM certification, we want to keep that momentum, but we don't want to shift too fast by moving to Compacting without mastering what we are working on now; Ms Baerman pointed out the differentiation that is occurring this year, this is happening already; This needs to be communicated to parents; Sonya discussed the overall issues of communicating information to the parents and community; follow up in Joint Leadership meeting.
- g. Henderson Middle School prep talk – will be an ongoing project; Jen will do presentation during class time and give handouts to parents about executive functioning skills; Sonya will continue to communicate with us on this as she moves to Henderson MS; may create a panel of Henderson parents; we want to create a list of the skills needed to transition to MS. Dispersion of students to different schools breaks up Briarlake unit and has an effect; put something on the PTA calendar for next year.
- h. Increasing Rigor – necessary in 5<sup>th</sup> grade (planners were not used this year); want the 5<sup>th</sup> graders to be prepared for middle school, so we need to continue with increased rigor; need parent meeting at the beginning of the year to help instill comfort with consequences in class; maybe make the meeting for 3<sup>rd</sup> -5<sup>th</sup> (frame requirements in DOs instead of DON'Ts).
- i. Competitions next year – Should we add Science Fair?, Science Fair has 20 categories, 3<sup>rd</sup>-5<sup>th</sup> grades; write essay, make display board, and present; SS fair is only for 5<sup>th</sup> grade and continues onto state level (Science Fair does not); maybe give 5<sup>th</sup> a choice or alternate years- 4<sup>th</sup> does Science fair and 5<sup>th</sup> does SS fair?; we need to ensure that teachers share this info with the students, not just the parents; maybe do a survey for interest at the beginning of next year; there is a list of competitions that is out for parents at the open house.
- j. Integrating Sign Language – Jen will include a sign/phrase of the week and a line from the pledges in the Blast throughout the year; add links to videos in Blast; add info to video monitor; we should also add monitor info to Briarlake website for parents that do not come into the school.
- k. Summer STEM Challenge – Tony will partner with Forest, Carlos, and High. The goal is to take Summer STEM Challenge and expand it to include modules that are in line with each of our partnerships.
- l. Outreach to Early Learning and Community –
  - i. Briarlake Baptist- want to do reading with students, will fill in for gaps with parent readers; also looking at food insecure students, both during school and over summer, to make sure they have food.

- ii. Northlake Library- (Elizabeth) will come for career day and wants to come read to students and have a summer reading challenge; they will add more Reading Bowl books;
- iii. Ms Wise is willing to take on responsibility of housing Reading Bowl books for the summer; Mr Hardwick is the teacher in charge; need to get info out to parents; maybe we can give out Ms Wise's Briarlake email and leave books out on her carport with a schedule

10) Develop Agenda Items for Next Year

- a. Community Solicitations/Donations: rules and regulations
- b. Digital Marquis
- c. Foyer Plans
- d. Increase use of STEM Partners
- e. Teachers Gifted Certification date
- f. Advanced Content/Differentiation
- g. Communication to Parents - need to update parents more often
- h. Science Fair interest
- i. Henderson Middle School prep talk
- j. Increasing Rigor and Independence/Responsibility
- k. Sign Language Integration
- l. Add link on Briarlake Website for Video Monitor

11) Debbie passed US Flag to Anjevon at 3:06

12) Adjournment 3:07

- a. Debbie motioned to Adjourn,
- b. Ms Wise seconded,
- c. All in favor, none opposed
- d. Meeting Adjourned

**Addendum:**

**Ellyn accepted Nomination for Secretary next year**

**Academic Achievement Committee Co-Chair position accepted by Anne Garcia**

Milestone Promotion/Retention Requirements:

3rd Grade - 520 Lexile Reading

5th Grade - 830 Lexile Reading and Level 2 Math

Gifted Eligibility Flowchart - Attached

After Care REMIND code - text to: 81010 Message: @a8a67

School Council dates for next year - Thurs, 1pm on:

8/24/2017, 10/19/2017, 1/18/2018, 3/15/2018, and 5/3/2018