

Meeting Minutes

Morris Brandon

Date: August 10, 2018

Time: 7:00am

Location: Main Campus, room

- I. Call to order: 7:06am
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Jay Bland	Present
Parent/Guardian	Patterson Calhoun	Present
Parent/Guardian	Michelle Halsey	Present
Parent/Guardian	Caron Solomon Bharwani	Present
Instructional Staff	Tracey Hudson	Present
Instructional Staff	Michelle Kemp	Present
Instructional Staff	Sonya Walston	Present
Community Member		Vacant
Community Member		Vacant
Swing Seat		Vacant
Student (High Schools)		n/a

Quorum Established: Yes

III. Action Items *(add items as needed)*

- a. **Approval of Agenda:** Motion made by: Michelle Halsey; Seconded by: Sonya Walston
 Members Approving: unanimous
 Members Opposing: none
 Members Abstaining: none
Motion [Passes]
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*
 Motion made by: Tracey Hudson; Seconded by: Sonya Walston
 Members Approving: unanimous
 Members Opposing: none
 Members Abstaining: none
Motion Passes

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- c. **Fill Vacant Positions** (*copy and complete table for each open position*)

Fill Open Swing Seat: [Sam DeCarlo](#)

Open Position:	Swing Seat
Nominee's Name:	Sam DeCarlo
GO Team Members In favor	Unanimous
GO Team Members Opposed	None
GO Team Members Abstaining	None

- d. **Fill Open Community Member Seat:** [Anna Flveash](#)

Open Position:	Community Member
Nominee's Name:	Anna Flveash (complete a term-1year)
GO Team Members In favor	Patterson Calhoun, Michelle Halsey, Tracey Hudson, Michelle Kemp, Sonya Walston
GO Team Members Opposed	None
GO Team Members Abstaining	Caron Solomon Bharwani

Open Position:	Community Member
Nominee's Name:	Paige Tully (complete a term-1year)
GO Team Members In favor	Caron Solomon Bharwani
GO Team Members Opposed	None
GO Team Members Abstaining	Patterson Calhoun, Michelle Halsey, Tracey Hudson, Michelle Kemp, Sonya Walston

- e. **Fill Open Community Member Seat:** [Vote tabled until the next meeting.](#)

Open Position:	Community Member
Nominee's Name:	2 year term-Daniel Ledford
GO Team Members In favor	Tracey Hudson, Michelle Kemp, Sonya Walston
GO Team Members Opposed	None
GO Team Members Abstaining	Patterson Calhoun, Michelle Halsey, Caron Solomon Bharwani

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Open Position:	Community Member
Nominee's Name:	2 year term-Edwin Merrick
GO Team Members In favor	Patterson Calhoun, Michelle Halsey, Caron Solomon Bharwani
GO Team Members Opposed	None
GO Team Members Abstaining	Tracey Hudson, Michelle Kemp, Sonya Walston

- f. **Election of Officers** (*copy and complete table for each nominee for each position – list winners where indicated*)

i. **Chair: Result:** Tracey Hudson

Officer Position:	Chair
Nominee's Name:	Tracey Hudson
GO Team Members In favor	Unanimous
GO Team Members Opposed	None
GO Team Members Abstaining	None

ii. **Vice Chair: Result:** Vote tabled until the next meeting.

Officer Position:	Vice Chair
Nominee's Name:	Michelle Kemp
GO Team Members In favor	Tracey Hudson, Michelle Kemp, Sonya Walston
GO Team Members Opposed	None
GO Team Members Abstaining	Patterson Calhoun, Michelle Halsey, Caron Solomon Bharwani

Officer Position:	Vice Chair
Nominee's Name:	Michelle Halsey
GO Team Members In favor	Patterson Calhoun, Michelle Halsey, Caron Solomon Bharwani
GO Team Members Opposed	None

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GO Team Members Abstaining	Tracey Hudson, Michelle Kemp, Sonya Walston
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iii. **Secretary: Result:** [Vote tabled until the next meeting.](#)

Officer Position:	Secretary
Nominee's Name:	None at this time.
GO Team Members In favor	
GO Team Members Opposed	
GO Team Members Abstaining	

iv. **Cluster Representative: Result:** [Patterson Calhoun](#)

Officer Position:	Cluster-Representative
Nominee's Name:	Caron Solomon Bharwani
GO Team Members In favor	Caron Solomon Bharwani, Michelle Hallsey
GO Team Members Opposed	None
GO Team Members Abstaining	Patterson Calhoun, Tracey Hudson, Michelle Kemp, Sonya Walston

Officer Position:	Cluster-Representative
Nominee's Name:	Patterson Calhoun
GO Team Members In favor	Patterson Calhoun, Tracey Hudson, Michelle Kemp, Sonya Walston
GO Team Members Opposed	None
GO Team Members Abstaining	Caron Solomon Bharwani, Michelle Hallsey

- g. **For High Schools: Appoint Student Representative**
Student Representative: [n/a](#)

- h. **Set GO Team Meeting Calendar** (*GO Teams are required to have a minimum of 6 meetings, with at least 4 allowing for Public Comment*)

	Date	Time	Location	Public Comment (Yes/No)
1	September 13, 2018	4:30pm	Morris Brandon Main Campus	Yes
2	October 19, 2018	7:00am	Morris Brandon Primary Center	Yes
3	November 8, 2018	4:30pm	Morris Brandon Main Campus	Yes
4	January 25, 2019	7:00am	Morris Brandon Primary Center	Yes
5	February 7, 2019	4:30pm	Morris Brandon Main Campus	Yes
6	March 1, 2019	7:00am	Morris Brandon Primary Center	Yes
7	May 28, 2019	9:00am	Morris Brandon Primary Center	Yes
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Review and Approve Public Comment Format

Public Comment Format is as follows:

- At least 20 minutes will be allotted for public opinion on every agenda.
- Each speaker will be limited to 3 minutes.
- There will be a written follow up to comments/questions addressed. It will be published as an addendum to the minutes.
- Those wishing to comment will sign in at the beginning of the meeting.
- There will be a timekeeper.
- A place for collection of written comment will be provided.
- Community members may contact a GO TEAM member with questions or concerns.

Motion to adopt made by: Caron Solomon Bharwani; Seconded by: Tracey Hudson

Members Approving: Unanimous

Members Opposing: none

Members Abstaining: none

Motion Passes

Review and Adopt GO Team Norms

GO Team Meeting Norms are as follows:

- Only members of the team may participate in the discussion. Any members of the public present are here to quietly observe until noted on the agenda.
- We will be fully present.

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- We will follow the agenda as noticed to the public and stay on task.
- We will be respectful of each other at all times.
- We will be open-minded.
- We invite and welcome contributions of every member and listen to each other.
- We will respect all ideas and assume good intentions.
- We will approach differences of opinion with curiosity.
- We will seek to represent all members of the community.

Motion to adopt made by: Caron Solomon Bharwani; Seconded by: Tracey Hudson

Members Approving: Unanimous

Members Opposing: none

Members Abstaining: none

Motion Passes

- IV. Discussion Items *(add items as needed)*
- V. Information Items *(add items as needed)*

a. **Principal’s Report – Inserted from a document prepared by Jay Bland.**

GO Team Principal Notes: 8/10/18

Enrollment

- We are projected at 1022 and are currently at 997. Attendance is slowly increasing each day as new enrollees come to Brandon. The big gap is in KK and 4th grade.

ASSOCIATE

Usher

8/2/2018 2:31:12 PM

Live Enrollment & Projection

Grade	School - Gra..	Live Enrollment	Projected Students
(Multiple values)	Brandon - 1	177	178
	Brandon - 2	140	143
School	Brandon - 3	162	163
Brandon	Brandon - 4	166	181
	Brandon - 5	179	181
	Brandon - K	157	176

- If we are below numbers, not sure by how much, the district will most likely re-allocate funds from Brandon, I don’t think leveling will take place.

Staff and Parent Surveys

- I've read through hundreds of surveys comments and GO Team notes on what the community and staff feel they want in a Principal (see last Go Team Minutes)
- Top 3 concerns for incoming Principal to know are Building Culture, Staff retention and Discipline
- My philosophy is to build up teachers and give them what they need in order to succeed. This can be seen through meaningful PD, offering more leadership opportunities for our aspiring leaders, and providing consistent feedback on teaching best practices
- Update on what has been done so far this year

90 Day Plan

- I have been steadily making strides in completing my 90 day entry plan. Major focus to start has been the categories of Building Culture, Developing Talent and Managing Operations.
 See 90 day plan for questions or comments

b. **90 day plan– Inserted from a document prepared by Jay Bland.**



Jacob ('Jay') Bland's 90 Day Plan **Morris Brandon Elementary School**

*It is important to note that SAFETY AND SECURITY WILL ALWAYS COME FIRST. The outline below is a 90 day plan where all components will be addressed between July 1st and October 1st as aligned with the district's Definition of Leadership Excellence

Leadership Expectation	Strategic Tasks & Initiatives July-September	Key Performance Measures
Instructional Leadership	1. Analyze student achievement data, discover what students know and teachers need in order to drive planning and instruction (math & science in particular) 2. Meet with each grade level to learn from their expertise regarding instructional program 3. Study the school's strategic plan to grasp an understanding of the direction we are headed as it pertains to academic planning, talent management, systems, resources, and culture	<ul style="list-style-type: none"> • Baseline understanding of student strengths and areas of growth • Student schedules, class assignments, obstacles identified that should be removed • Alignment of current plans, goals and strategies with the schools strategic plan

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<p>Planning and Assessment</p>	<ol style="list-style-type: none"> 1. Establish grade level norms in PLC's 2. Review 2018 EOY data to help inform instruction 3. Determine best ways to serve students based on current GMAS and ACCESS scores 	<ul style="list-style-type: none"> • Collective teacher efficacy informing grade level and school planning • Google docs created and shared based on student achievement levels • A fluid schedule that maximizes teachers and students through "double dipping" intervention blocks and reduced class size EIP
<p>Building Culture</p>	<ol style="list-style-type: none"> 1. Review current GADOE student, parent, and staff satisfaction surveys 2. Create a leadership team across all grade levels, paras and interrelated subjects to help assess school-wide culture and inform planning 3. Schedule an open house to be introduced to new community 	<ul style="list-style-type: none"> • A clear understanding of what is working to help build school-wide culture as well as barriers that should be removed • A cohesive unit that functions together in order to discuss collectively what the school needs to be successful • Community learns about the principal's vision for the school and community is able to engage in dialogue
<p>Developing Talent</p>	<ol style="list-style-type: none"> 1. Analyze 2017 talent review rubric to determine teachers with growth and leadership potential as well as teachers that need support 2. Create a staff professional development committee 3. Leadership team meets with each teacher individually to determine 18/19 goals and areas of growth (TKES aligned) 	<ul style="list-style-type: none"> • A clear understanding of teachers who need leadership opportunities to grow outside of the classroom • Team meetings to discuss opportunities for teacher growth through leadership opportunities and professional development • Relationships beginning to form
<p>Managing Operations</p>	<ol style="list-style-type: none"> 1. Solidify duties for arrival and dismissal as well as transitions-adjust as needed 2. Align school resources, finances, time, systems and people to support the success of all students 	<ul style="list-style-type: none"> • All staff without homerooms are maximized to ensure a smooth transition to and from school • Outlined duties, processes, plans and procedures ready for teacher's day 1 (Safety and Security included) • Budget review-->Strategic plan review--> Hiring

VI. Announcements none

VII. Adjournment

Motion made by: **Tracey Hudson**; Seconded by: **Sonya Walston**

Members Approving: Unanimous

Members Opposing: none

Members Abstaining: none

Motion Passes

ADJOURNED AT 8:16am

Minutes Taken By: **Tracey Hudson**

Position: **GO Team Member**

Date Approved: **[Insert Date When Approved]**