**Peyton Forest Elementary School**

**Date: January 27, 2021**

**Time: 2:30pm**

**Location: Virtual**

1. **Call to order:** 2:36 pm
2. **Roll Call**

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| **Role** | **Name** *(or Vacant)* | **Present or Absent** |
| **Principal** | **Cynthia Gunner** | **Present** |
| **Parent/Guardian** | **James Drue** | **Absent** |
| **Parent/Guardian** | **Courtney Smith** | **Absent** |
| **Parent/Guardian** | **Benita Ross** | **Absent** |
| **Parent/Guardian** |  |  |
| **Instructional Staff** | **Corey Gray** | **Present** |
| **Instructional Staff** | **Donovan Davis** | **Present** |
| **Instructional Staff** | **Lynair Alston** | **Present** |
| **Community Member** | **Tamera Hunter** | **Absent** |
| **Community Member** | **Karen Douyon** | **Present** |
| **Swing Seat** | **Ivette Redfield** | **Present** |
| **GO Team Advocate** | **Diane Jacobi** | **Present** |

* **Norms will remain consistent with those set in place from last term**
	+ **Sign-in to all meetings on time**
	+ **Respect different perspectives from those on the Team and those making public comment**
	+ **Remain actively engaged in and out of our meetings**

**Quorum Established:** Yes

1. **Action Items** *(add items as needed)*
	* **Approval of Agenda:** Motion made by: Donovan Davis ; Seconded by: Corey Gray

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion** Passes

* + **Approval of Previous Minutes:** *List amendments to the minutes: None*

Consensus

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion** Passes

* + **Fill Open Community Member Seat:**

|  |  |
| --- | --- |
| **Open Position:** | **Community Member** |
| **Nominee’s Name:** | Karen Douyon |
| GO Team Members**In favor** | Davis, Gray, Alston, Redfield, Gunner |
| GO Team Members **Opposed** | None |
| GO Team Members **Abstaining** | None |

* + **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** | **November 18, 2020** | **230 PM** | **Zoom** | **No** |
| **2** | **December 16, 2020** | **2:30 PM** | **Zoom** | **Yes** |
| **3** | **January 27, 2021** | **2:30 PM** | **Zoom** | **Yes** |
| **4** | **February 17, 2021** | **2:30 PM** | **Zoom** | **Yes** |
| **5** | **March 17, 2021** | **2:30 PM** | **Zoom** | **Yes** |
| **6** | **April 21, 2021** | **2:30 PM** | **Zoom** | **TBD** |
| **7** | **May 19, 2021** | **2:30 PM** | **Zoom** | **TBD** |

1. **Discussion Items** *(add items as needed)*
	* **Discussion Item 1**: Presentation of the 2020-2021 Budget by Principal Gunner
		1. A decision to elect reduced enrollment of 404 students or stay at 414 presented to principals. Due to expected enrollment numbers Peyton Forest has chosen to maintain predictable enrollment of 414 students.
		2. Current budget is $120,000 additional funds w/ staff and $70,000 in reserve. Note: If PF does not incur a dip in enrollment, the $70,000 will be “returned”.
		3. The creation of the budget was prepared in alignment with the PFES Strategic Plan. Consideration was adhered to the following:
			1. To increase Reading and Math performance
			2. To increase the higher-level students
			3. To decrease the percentage of needs improvement students
			4. To increase community involvement
			5. To increase Teacher Proficiency through intentional Professional Development Trainings.
		4. A portion of the budget will be utilized to hire select part-time employees into full-time positions.
		5. A portion of the budget will be earmarked to promote a Master Teacher to an Instructional Coach.
		6. A major expense in the budget is to replace Electronic Devices. Currently ordered 4 new Chromebook carts that each cost approximately $15,000.
	* **Discussion Item 2**: February meeting will discuss suggestions/changes/additions prior to approval of the Budget. Members are advised to review the online GO Team Budget Planning Training module and complete the Budget Assessment. Access to members only GO Team internet material is currently unavailable. \*Redfield submitted request for the website links to be repaired.
	* **Discussion Item 3:**  Welcomed the new partnership with St. Paul’s Episcopal Church and vision to support the community.
	* **Discussion Item 4:**
	* **Discussion Item 5:**
2. **Information Items** *(add items as needed)*
	* **Principal’s Report** [Add brief summary of the report and any resulting discussion- New is in bold, previous report is in regular weight font]
* **PreK-2 grade return day was Monday January 25th, 2021. Monday 63 students attended in person and Tuesday 75 students returned. 120 student are anticipated and the school continued to provide the hybrid model with parent choice of virtual or F2F class.**
* **Each classroom has an average of 4-6 students which allows adherence to 6 feet separation of individual desks as required to meet CDC Guidelines.**
* **The concern for overly crowed buses has proved unfounded and the low numbers on buses reduced exposure to the students.**
* **As of now, students are adhering to mask requirements and soap, sanitizer and disinfectant is available in every bathroom and classroom.**
* **The return to school has been relatively smooth and the additional 3rd-5th grade students should be seamless since we are hammering out the kinks with daily teacher input.**
* **The school is deep cleaned on Wednesdays and fogged to maintain a safe and sanitized environment.**
* The Intervention Plan tutoring program was a success. Students in need of F2F support was provided on campus classes on Tuesdays and Thursdays.
* We have received an additional $27,000 due to leveling. Used this funding for PPE equipment, individual student plexus-glass dividers, disposable masks, and materials for recess. Will need to purchase more Chromebooks as many of them have been distributed to families.
* Reopening plans for January: Students will remain in the classroom for the duration of the day, outside of recess and PE. Students will eat in classrooms and each classroom will receive their own set of playground/recess materials to use.
* Staff Updates: Vacancy in First Grade Position, currently open.
* Attendance Updates: 45-50 students are absent each day with 20 of these students consistently being absent. The other group varies day to day.
	+ **Information Item 2:**
1. **Public Comment:**
	* **Public Comment Format: Parents will sign-up for a speaking slot through Sign-up Genius (online platform) and will be granted 4 minutes to speak during the meeting.**
	* **Sign up Genius will be accessed on the Peyton Forest Website and available for the February Meeting**
	* **January 27th Time Slots**
		1. **3:20pm –** No sign up
		2. **3:24pm–** No sign up
2. **Announcements** No additional Announcements
3. **Adjournment**

Motion made by: Donovan Davis; Seconded by: Corey Gray

Members Approving: All

Members Opposing: None

Members Abstaining: None

**Motion** Passes

**ADJOURNED AT** 2:54 PM

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**Minutes Taken By:** Ivette Redfield

**Position:** Secretary

**Date Approved:**