

## HARPER ARCHER ELEMENTARY SCHOOL

Date: **DECEMBER 3, 2024**

Time: **5:00 PM**

Location: **Virtual Meeting on Zoom**

- I. Call to order: 5:04 pm
- II. Roll Call

Role	Name (or Vacant)	Present or Absent
Principal	Crystal January	Present
Parent/Guardian	Janein Collins	
Parent/Guardian	April Waits	Present
Parent/Guardian	Bernikka Elder	Present
Instructional Staff	Tabetha Barker	Present
Instructional Staff	MedaLana Smith	Present
Instructional Staff	Narissa George	Present
Community Member	Cynthia Culbreath	Present
Community Member	Kevin Simmons	
Swing Seat	Kwame Abernathy	
Student (High Schools)		
	Mathew Graves (not a voting member)	Present

Quorum Established: **Yes - 6 of 9 voting members**

### III. Action Items

- a. **Approval of Agenda:** Motion made by: **Narissa**; Seconded by: **Cynthia**  
Members Approving: 6  
Members Opposing: 0  
Members Abstaining: 0  
**Motion Passes**
- b. **Approval of Previous Minutes:** *List amendments to the minutes:*  
Motion made by: **Bernikka Elder**; Seconded by: **MedaLana Smith**  
Members Approving: 6  
Members Opposing: 0  
Members Abstaining: 0  
**Motion Passes**
- c. **Strategic Plan Changes:** Motion made by: **No Motion made, vote was accounted for.**

i. Strategic Plan Remain as is

1. yes - 3
2. no - 2
3. abstaining - 0

Members Approving: 3

Members Opposing: 2

Members Abstaining: 0

**Motion Pass**

**Discussion Items** *(add items as needed)*

d. **Discussion Item 1:** Strategic Plan 2024-2025

- i. Is in alignment with the schools mission and vision, focus on literacy and math. Improvement needed in the area of chronically absent students.

e. **Discussion Item 2:** Goals:

- i. Increase achievement by 3% in the core areas of focus of Literacy, Numeracy, Whole child and intervention by the end of 2024-2025 school year.

f. Go Team Data Protocol

g. Map Data

- i. Display of August 2024 results
- ii. Winter Map testing currently in progress December 2-14 results in January of 2025
- iii. Information will be revisited on going,

h. Strengths and Challenges (5 whys)

- i. School level to what we can control would be listed in the area of overarching needs in the areas of literacy, numeracy and whole child and intervention.

i. Literacy Smart Goals

j. Numeracy Smart goals

k. Short-term action plan -

- i. 45 day contingency plan for each area of focus

l. Quarterly CIP Check-In

- i. Will meet more frequently than required
- ii. CIP goals reflect in our Strategic Plan Priorities

m. Strategic Plan Priority Ranking

- i. Cultivate a school
- ii. Strengthen teaching and learning experiences
- iii. Advance comprehensive wrap around services

1. explanation of the process for interventions to meet the needs of students.
- iv. Provide equitable access to high quality teacher and leader development
  1. Recommended to moving number 4 to number 3
  2. Recommendation for merging 2 and 4
- v. Enable strategic staffing support.
  1. Assist with planning for students needs, versus number of students.
- vi. Invest deeply in and foster adult wellness
- n. School Uniform
  - i. Committee
    1. Chair Narissa George
    2. Member April Waits
    3. Member Kwame Abernathy
  - ii. Discussions on how will survey parents, community and scholars students, color of uniforms, how they will look
    1. A 20 day feedback period will be imposed.
    2. Sharing of what the previous uniform looked like.

#### **IV. Information Items** *(add items as needed)*

- a. **Principal's Report**
- b. **Cluster Advisory Team meeting**
  - i. **Creating Smart goals and steps for the entire cluster**
    1. **Goals - Numeracy and Literacy**
    2. **Athletics**
    3. **Financial Budget**
    4. **Safety and Security Updates**

#### **V. Announcements**

- a. N/A

#### **VI. Adjournment**

Motion made by: **Narissa**; Seconded by: **Bernikka**

**Members Approving:** 6

**Members Opposing:** 0

**Members Abstaining:** 0

**Motion Pass**

**ADJOURNED AT** 6:08pm

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## Meeting Minutes

**Minutes Taken By:** Bernikka Elder

**Position:** Parent/Guardian - Secretary

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