

**Academic Committee Meeting**  
***“Our Students Success is our Number 1 Priority – Always”***

**AGENDA**

**Friday, April 24, 2020 11:00 a.m.**

**In Attendance**

Debra Adams, Chair \_\_\_\_\_ Ora Wiley \_\_\_\_\_ Cheryl Beaco \_\_\_\_\_ Marcia McWilliams \_\_\_\_\_  
Terri Williams, Principal \_\_\_\_\_ Roslyn J. Smith, Consultant \_\_\_\_\_ Others \_\_\_\_\_

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**I. Enrollment**

- 1. Current Student Enrollment Count as of April 23, 2020 by grade level (2020-21 Budget)**
- 2. Plans to Increase Student Enrollment for 2020-2021 and Projection by T. Williams**

**II. End of School Year Plans**

- 1. Student Records Closeout for 2019-2020**
  - Responsible Administrative and/or Office Staff to complete Student Cumulative Folders and Special Education Student records for 2019-2020 school year.
- 2. Class Promotional Rolls and Enrollment from One App 2019-2020**
  - When will this be completed?
- 3. End of Year Records/Materials/Equipment Closeout (Classroom and fixed Assets)**
  - Responsible Staff to complete process.
  - Where are necessary forms filed, equipment retrieved and stored properly? Include Records and Sign out sheets for Chrome Books received by parents/students (where documentation kept).
- 4. Documentation from Teachers and Staff during Coved 19 Pandemic**
  - Records regarding student and parent contact (List from each employee)
  - COVID-19 Pandemic Distance Learning reports for all teachers and staff and where this information is kept and made available for Board Members Review
- 5. School Climate Survey**
- 6. Principal Evaluation for 2019 – 2020**

**III. Planning for 2020 – 2021 New School Year**

- 1. Vacant Staff Positions to be advertised (If any) provided by T. Williams**
- 2. Summer Program Plans and Staff Selection - Pending Board Approval**

#### **IV. Old Business**

##### **1. Chief Executive Officer Job Description**

##### **2. List of all Faculty Meetings with Agendas held during 2019 – 2020 school year as mandated by Board of Directors**

- Topics, dates, attendance rosters, Administrators and Staff who conducted meetings and all handouts given to staff (Please send the file before the meeting).

##### **3. Attendance Records and Academic IMPACT of Afterschool Program (TBD)**

- Reported 04/13/20 by Ashlyn Williams M.Ed., After School Director, 8:1 ratio, that approximately 200 students attended and 24 staff members were employed.
- Need to review data: daily attendance records and average number of students who attended on a weekly basis and grade levels. This was previously requested information to be used to assess future supplemental programs.

#### **Join Zoom Meeting**

<https://zoom.us/j/97604460394?pwd=bTFMcUxJaUVITlJSUINWdWNyMVRoZz09>

**Meeting ID: 976 0446 0394**

**Password: 021024**