

Academic Committee Meeting
“Our Students Success is our Number 1 Priority – Always”
AGENDA
Tuesday, May 26, 2020 10:30 a.m.

In Attendance

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

I. Enrollment

1. Plans to Increase Student Enrollment for 2020-2021 and Projection by T. Williams

II. End of School Year Plans

1. Any changes proposed for the Pupil Progression Plan on grading due to COVID-19 school closure.
 - Details for the application of Extra Credit outlined.
 - Attorney’s Response
2. Directives on teacher grading of distance learning assignments credit
3. Official guidance from LDOE and NOLA Public Schools amid COVID-19 (Written)
4. 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.
 - Closing Calendar
5. Class Promotional Rolls and Enrollment from One App 2019 – 2020
 - When will this be completed?
 - Report Card Distribution
 - Potential Opening of School Virtually for 2020 - 2021
6. 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).
7. 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

8. 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
 - a. Detailed plans for students in Summer Intensive
3. Communications to Parents on changes and plans
4. Principal Vacation Schedule

IV. Old Business

1. Agendas for Teacher Meetings and Newsletters for Parents and Teachers in April and May
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 (for two months) information to be used to assess future supplemental programs including the Summer Intensive.

Academic Committee Meeting

When Tue May 26, 2020 10:30am – 12:30pm Central Time - Chicago

Where <https://zoom.us/j/4447816724?pwd=UjBDSVhWZmNHZVI3UDE3Wk9RMTJuUT09> (map)

Join by phone

+1 304-790-6377 (PIN: 680379692)

Who • lrandolph@motoncharter.org - organizer

• rsmith@motoncharter.org

<https://zoom.us/j/4447816724?pwd=UjBDSVhWZmNHZVI3UDE3Wk9RMTJuUT09>

Meeting ID: 444 781 6724 Password: 6rZQHe