

Liberty Memorial Central Middle School 2020-21 Site Council

Agenda Monday, December 7th at 5:30 via [WebEx](#)

Attendees: Dr. Anne Hawks, Ammie Holden, Amy Hill, Erica Seagraves, Jodee Merriman, Carole Cadue-Blackwood, Kristi Kamm, Tim Leffert, Jenny Skillman, Lysette DeBoard, Joshua Spradlin, Tremayne Horn

1. Principal updates

- **[Information Nights](#) this week.**
 - Two information nights will be held this week on Tuesdays, Dec. 8 from 5:30-7 and Thursday, Dec. 10 from 3:15-4:30. Student support staff put together this idea for a one stop shop including information about COVID.
 - Lisa Entress, the School Nurse, is in constant contact with the health department when there is a COVID positive case. She'll explain the what ifs.
 - Ammie Holden, Parent Involvement Coordinator, has resources for support through the holidays and wants to share information that could be of assistance to families.
 - Mr. Tremayne Horn, Student Support Specialist, will share restorative practices at LMCMS. These practices are used with students that have made a poor decision that affected their peers and resolve conflict in a safe manner. To use restorative practices we have to build relationships with students. Focus on how we discipline and are we getting them ready for life of learning and enjoyment or mindset of punishment. Working aggressively to make sure students are taking advantage of counselors and services so they can be their best.

- Jodee Merriman, Counselor, offers help accessing PowerSchool. Over 15% of LMCMS parents haven't accessed PowerSchool to engage with students in the learning process. Parents might be locked out or don't know how to sign up to access the reports like attendance and grades. Can also clean up duplicate contacts and link family members together at this information night.
- Deb Keary, Counselor, will be there to answer questions about the survey or what hybrid/remote learning looks like. Parents can fill out the survey on paper too.
- Spread word to family or friends so they know - short turn around time and would like to help as many families as we can. Josh has posted on Social Media if others could repost and share on their own Social Media accounts it would help get the word out.
- **Painting returned to its home.**
 - Fireside by Henry Salem Hubble was gifted to the school district in the mid-80s. Loaned to Spencer Art Museum during renovations at LMCMS. Had to insure it and hire professionals to put back in its place after remodel was complete. The painting is in its place in the library.

2. [Site Council Bylaws](#), **selection of leadership within the group.**

- Have spots for Chair, Co-Chair, and Secretary. Dr. Hawks has a meeting next Wednesday with BLT to look over the 15 applications for Site Council - not including staff. At the next Site Council meeting we'll take nominations for these positions. Last year was the first year we used the bylaws and had all positions filled. Once Dr. Hawks decides on a slate of people, ideally we'll have a nominee for the Chair that has been on Site Council at least a year in the past and is familiar with it.
- Also spelled out in bylaws that part of statute from KESA states the Site Council must be composed of not all staff and not all parents. Jackie Stafford was Co-Chair last year. Jenny had been Chair for 8

years in the district and a couple years at LMCMS, but wished to pass the baton to Zac last year. If anyone in the applicant pool has been serving for a year or more and if it feels appropriate, Dr. Hawks is encouraged to please reach out to that person to give them an idea of a nomination. Bylaws don't currently help us in this process.

- Dr. Hawks stated there would be a training component for officers once selected that is put on by the district. Will probably be virtual this year.

3. Survey to parents

- Parents received an email from Julie Boyle today with a survey for parents to select hybrid or fully remote. Deadline is Dec. 14.

4. Attendance staff/students

- Dr Hawks shared documents LMCMS has been using to monitor attendance based on students expected to be in-person as well as overall attendance.
- Column C says how many students expected in-person and column on the right side is actual numbers. About 30 down - families in quarantine or families wanting to keep kids home to not risk exposure before holidays.
- Updated throughout the day by the attendance secretary.
- Questions from the Site Council on how the district overall is dealing with data like this. Concerns raised if LMCMS or the district has to use absenteeism to show different options for attendance then we want to have good data. Concerns through the community about kids attending a minute or two of WebEx and then checking out. Does that mark them as in attendance or how do they track quarantining versus being offline for a different reason? Need to elevate the level of integrity of the data district wide. Dr. Hawks said LMCMS hasn't been asked for this information. The current documents are being kept more out of curiosity and anticipation than what LMCMS has been asked for. Can also mark as present

remote if they were supposed to be in-person but show up remotely.

- Families do not have to give quarantine information and if they do LMCMS doesn't share it. It's touchy information. The school nurse does keep track and is sole contact due to HIPPA. She is keeping that information and the district could get those numbers from the nurses throughout the district.
- If absenteeism is considered part of gating criteria then it needs to have integrity for multiple reasons. District needs to be asking for this type of information because it is a school based piece of data and not generated by the health department. Might have blind data on this at the health department, but our school board needs to demand this from the district.
- Question about present remote - one teacher was marking that for a short period of time even though a student has been in the building on all his dates. Present in-person should have been marked. Multiple students had reports like this so reports have shown up that are about a page and a half long. Think this problem has been corrected. Maybe it was one teacher that was confused about how to enter it? Make sure teachers understand accurate record keeping.
- With changes in the way attendance has been taken, has anyone else looked at the report sent in the email format? There are two different reports in Powerschool - can give a summary instead of a detailed report. Summary is easier for grades and attendance and can choose how often to receive it. Parents have to opt in to see these reports.
- Outside of Powerschool how are parents notified? Dr. Hawks said we've had a grace period and have opted out of robo call for now since there are so many unique situations. Tracking students with excessive absences and contacting them. That has resulted in around 12 students that are now attending four days a week, because attendance at home wasn't working (this can't be offered

to everyone). Trying to make it work for special circumstances. Also teachers are looking at their Ds and Fs reports weekly to offer additional support to students and have parent meetings to make plans with incentives. Have also done some porch visits to problem solve. Remote learning is not for everyone and has presented some challenges. One-on-one outreach to identified families is the way to go and is better than robocall, but that is also something the school board doesn't have information on. This is definitely better and the decision makers should know about this effort from individual schools. Dr. Hawks said meetings have resulted in great solutions. Special ed and ESOL students also come to school four days a week. Other solutions were checking out MacBooks to kids more comfortable with laptops over iPads. Talked about having modified Mustang Academy as we move forward based on attendance record. The kids not getting the 90 minutes of solid instruction harms them - working with flex teachers to make appointments with kids to come in virtually for homework completion.

- Staff absences - good news making it work, but had to put procedures in place. Chart is emailed to staff in the morning (not why a teacher is out of school, but if the teacher is out of school). Building subs are assigned as needed, but if teachers are on team plan and don't have sub, then other teachers are covering half of the 45 minute block. Everyone involved - all hands on deck for coverage including the Principal, Vice Principal, Mr. Horn, the Librarian, etc.
- Are there established guidelines for what happens when the school doesn't have staff to cover the building? The board and district admin have talked about the ability for Dr. Lewis to have the building move to a temporary remote period. Are those thresholds established? How is it planned for? At this point, broadly there is no established criteria or threshold. Most buildings have some procedures like this in place (there were pre-COVID staff shortages) we'd look at combining classes in larger spaces so social distance is

still maintained. Moved/combined flexes. Support staff helping. Have strong and timely communication with our sub filler Morgan Hunter. Dr. Hawks checks the front line every day to see which teachers have called in. Use Sunday to cover planned absences. If teachers know they will be gone they are encouraged to let admin know as soon as possible. Rotation for in-house coverage is a good system now. Set up a process for virtual subs to have all the needed links and technology to make it work for the coverage of the class.

- Does the district have a procedure for this on the horizon since we are possibly entering an even worse period? Proactive decisions need to be set by the board to help the building administrators. Can parents advocate for something? Dr. Hawks feels positive about having the situation under control, but appreciates the voiced support.
- On a positive note, LMCMS now has recognition awards for students. It's called Mustang Motivation - teachers nominate students that are going above and beyond class expectations. November had nine winners that got to choose between drink, candy, chips, and some other prizes. Going forward we might do a weekly drawing instead of monthly. Ammie Holden helped arrange this. Josh posted Social Media pictures of kids when Ammie gave out certificates and the prizes. Dropping off certificates and prizes for remote students too. Yard signs donated and learning coach has nominated award winners due to work completion or attendance. Pictures of the yard signs with the students names were put on Social Media too. Another round just delivered.
- Have been doing fire drills in advisory and one grade level at a time. Down to an art now. Students know how, when, and where to go for a fire. Talking about other safety drills too.

