

Coleman Jr High CEIC Meeting

January 13, 2021

4:30 p.m. - Coleman Library

Meeting was brought to order at 4:30 p.m. by Mr. Andrews.

1. The new devices are in at the HS. We should be receiving our allocation soon.
 - a. Remember - all testing will be online this year
2. Printing status
 - a. Mr. Andrews and Mrs. Easton met with Xerox rep today - two new higher production machines, should be in next month
3. DIR-S
 - a. More information coming next Wednesday at faculty meeting
 - b. Platform is rolled out, watch training video, sign in to account
 - c. Our PA system will still be used
 - d. If you hit Alert, you will be notifying everyone
 - e. We will have a drill
4. Concerns from campus
 - a. Asking about the assignments being rejected for the PD last week. No feedback on how to fix what was rejected. How does this impact their PD hours? (DEIC)
 - i. It was mentioned that it was not intended for them to do an entire lesson plan (by creating a new lesson plan). She was hoping that it would be a lesson plan the teacher already had.
 - b. Asking about signs to encourage bathroom etiquette, in adult RR. This happened on training days when no students were present. Yes, this will be put in place.
 - c. How does communication to students need to happen concerning possible getting out of school earlier than the current calendar? Are pacing guides ready?
 - i. Mr. Andrews will continue to work on this and then talk with department heads/coordinators regarding passing guides.
 - d. 0 hour class. Kids wander the halls, not staying in the classroom and some are arriving to the classroom earlier than 7:45a.
 - i. Going to lock the FAC doors (need to be reprogrammed).
 - ii. Place staff at the bus doors in morning during arrival.
 - e. With everything going on in society it is a big concern to some, is there anything we could do to promote unity on our campus (for kids)?
 - i. Difficult with covid-
 1. Submit ideas to teachers to have students write unifying ideas on a poster.
 2. Nice notes between students from one student to another.
 - a. Show love during valentines to someone different than you.
 - b. Have grade levels write notes to students in different grades.

- f. Can student aides or the front office make copies to take load off teachers?
 - i. There is a request form in the works. Please give office staff advance notice.
 - ii. Front office copier can not do big jobs, needs to be available for office staff to use.
- g. Can kids go to UIL coach during advisory for practice? Usually small groups.
 - i. Yes, a UIL specific pass needs to be created by UIL coordinator.
- h. Clarification on the MOI - Method of Instruction
 - i. Why has it been added to attendance and do we do anything with it?
 - ii. Mr. Andrews will get clarification on this.
- i. Question about internet not working during map testing
 - i. Mr. Andrews and Ms. Minton will work with the Technology department to identify issues.
- j. Tardies
 - i. Some teachers are not sending kids back to get tardy slips and they are wandering halls. Do not mark them tardy in skyward. Send them back to the front office to Mrs. Ybarra.
- k. Students checking out
 - i. Teachers please tell students to report directly to the front office. They should not leave out any other doors.
- l. Kids coming back from the counselors office without a pass.
 - i. Mr. Andrews will work with the SPED department to make sure this happens moving forward.