

North Buncombe High

Meeting Minutes

Meeting Date: 08/19/2021 - 1:00pm

Title: August Department Chair Meeting

Location:

I. Attendance

Team Members: Betsy Boggs, Allie Husted, Samantha Sircey

Guests:

Jackie Newman, Capt. Sullivan, Mike Rowe, Kim Moffatt, Karen Herrick, Katie Caughill, Betsy Boggs, Lance Robinson, Tami Ramsey, Jeannie Graeme, Lorie McFee, Greg McFee, Allie Husted, Courtney Dietiker, Clint McElrath, Samantha Sircey

II. Celebrate recent successes

III. Review and respond to coaching comments

IV. Approval of last meeting's minutes

V. Old Business

VI. Indicators to Assess-Create-Monitor

Indicators Assessed

Objectives Planned For

Monitor (updates made)

VII. Other Business

Action Taken:

Audit rosters for all classes to identify any misplaced students

Double-check any roster changes on Monday morning. After that point, expect an email notification of schedule changes.

Seating charts for each class, including HawkQuest, need to be kept up-to-date

School Safety reminders

Window covering for classroom doors must be available but windows need to be uncovered in general use

Keep classrooms doors locked, even if propped open, to ensure safety if a lockdown takes place

During HawkQuest on Wednesday, show the Bus Evacuation video (will be emailed by C. Dietiker)

Schedule change requests will only be accepted through next Friday; a Google Form must be completed

If any HawkQuest student has holes in their schedules, they should go directly to the counseling office during the missing class

PLC expectations: 1 hour of meeting time per week, it can be divided into smaller chunks of time [see faculty handbook for more details]

Inform admin of meeting times/places

Mrs. Briggs will be collating links to all forms presented in the faculty meeting yesterday into a single Google file.

J. Newman addressed a concern about bells ringing and keeping bathrooms open during class change. We will proceed as normal for the time being.

There will be 4 lunches, 30-min each. The library will be open to students during lunch. No lunch duties will be required of classroom teachers.

Students (to the counseling office) and staff (to Mrs. Briggs) can volunteer copies of vaccination cards to provide proof in case of close contact/quarantine questions.

Check on student bathrooms periodically.

After school activities are allowed but all COVID protocols are in place.

VIII. Next Meeting

Date:

Time:

Title:

Location:

IX. Adjourn

2:00pm
