**Present:** Kim Varieur (K), Bonnie Mulkeen (1), Sarah Wilson (2), Liz Strauch (3), Paige Warner (4), Greg Williams (5), Natalie Marinelli (Support Staff), Angela Stephens (TA), Keith Koteles (Special Area), Laura Gaddy (Admin.), Harvey Bagshaw (Admin.), Janet Kamenick (Parent), Marc Levy (Parent), Amanda Moore (Parent)

**Absent:**

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| **TOPIC** | **PRESENTER** | **NOTES** |
| Welcome | Gaddy/Mulkeen/  Warner |  |
| Late Work | Gaddy | Teachers have expressed concerns about students turning in work late, especially in the upper grades. It is very difficult to keep up with late work that is coming in when it is several weeks late. Teachers were very lenient during the first quarter and different grade levels are taking different approaches to the late work problem. The team discussed whether or not we need a consistent late work policy.  In fifth grade, students now have one week to turn in work past the due date with points deducted each day that it is late. Fourth grade has been giving them 2 weeks to turn in assignments, but has discussed changing this to 1 week. They have not been deducting points. Third grade currently does not have a policy in place.  The team agreed that there should be a consistent policy across grades 3-5. Our 3-5 representatives will discuss this with their grade level teams and we will hold a follow up discussion at the next meeting. We may want to have a set policy in place for the start of the 3rd grading period. |
| Homework Policy | Gaddy | The team discussed our current homework expectations on all grade levels. School administration will look those over in order to decide if more consistency with homework is needed. |
| 2021-2022 Calendar | Gaddy | The UCPS Calendar Committee has two calendar drafts prepared for the 2021-2022 school year. Parents and staff will receive information on those drafts by the end of the week and will be asked for feedback. |
| Staff Concerns |  | No concerns. |
| Parent Concerns |  | * A parent asked how the notification process works when there are positive Covid cases in a school. When there is a positive case, the school has to do contact tracing and Nurse Wendy does most of this. Contact tracing is done to trace contact 48 hours prior to the positive test or the first day of symptoms (whichever is first). The parents of any student affected would receive direct contact from Nurse Wendy to let them know that they need to be excluded due to close contact. The entire school receives notification that there was a positive case via a ConnectEd message. All of this information can be found in the NC Toolkit. * Mrs. Gaddy also shared that the mask mandate has been updated. It was formerly an exclusion that students did not have to wear masks during strenuous physical activity. Now, students need to wear masks at all times, except when actively eating or when given quick mask breaks when students are 6 feet apart. A parent expressed concern that her child often worries that some people don’t wear masks appropriately. Is there a possible initiative/incentive/competition that we could do to reinforce kids wearing their masks appropriately? Mrs. Gaddy is happy to “shout out” students doing a good job following safety protocols. |
| Next Meeting |  | January 27, 2021 at 2:30 pm (virtual) |