Peachtree Charter Middle School Foundation

Academics Committee

Meeting Minutes

August 22, 2017

Members Present:

Fran Bartel

Angelique Conner

Gregory Jay

Damarcus Henley

Julia LeDoyen, Committee Chair

Tim Ryan

* Meeting was called to order
* Introduction

Fran Bartel was introduced as the new co-chair to the foundation board due to the resignation of Lucia Urtusastegui. Fran will be the co-chair over the Academics Committee.

* Protocols and Procedures

Dr. Conner briefed the committee on how the procedures and protocols are set up in the school and discussed the structure where all administrators are instructional leaders. These protocols are set up for accountability reasons should issues be brought to the attention of administration (such as grades not be timely posted, curriculum not being followed, rigor, etc.)

* Mechanisms of Communications
* Teachers are required to have an updated website with certain minimums such as contact information, tutorial times, syllabus, unit plans, and weekly lesson plans, and information should be updated by 8 am each Monday.
* It is important for parents to be on the parent portal to be able to access student grades, etc. to be informed of student progress or areas where student may need extra help.
* “Remind” is a frequently used means of communication among the teachers; however, it can vary team by team. It is helpful when the students download “Remind” so that they can take the responsibility for the assignments rather than the parents being the primary point of contact.
* Summer Work

Mr. Jay reported that the responses thus far from the department chairs were far from a consensus regarding summer work.

Once additional responses have been gathered, the Academic Committee will draft a recommendation, with staff “buy in”, for summer work.

* Meeting was adjourned