

**Hightower Trail Middle School  
Principal's Advisory Committee  
October, 28 2021- 8:00am  
Large Conference Room-HTMS**



**Agenda**

- I. **Welcome Guests & Members:** Katie O’Ryan, Jennifer Turpin, Lynn Gilbert, Courtney Driscoll, Frank Fabregas, Jennifer Carlton, and Hannah Polk
  
- II. **Principal’s Report** **Dr. Hannah Polk**
  1. Safety Protocols
    - a. We continue to make adjustments to “in-house” safety protocols (“anything we can control”) Ex: lunch room procedures, hallway transition patterns, walking path to and from connections
    - b. Comparatively speaking, I’m very pleased with the “Covid spread” at HTMS
  2. Contract Tracing Protocols
    - a. Positive case report is made
    - b. Admin./nurse confirms with parents (obtains test results)
    - c. Admin. pulls seating charts (bus, study hall, classes, lunch, etc.)
    - d. Close contacts are identified based on seating charts
    - e. Admin. calls home to any close contact (sent home vs. mask up)
    - f. School sends home “DPH close contact letter” to those same families
    - g. Admin. notifies teachers of any students needing to wear a mask
    - h. Admin. documents each positive case on spreadsheet
      - i. Many schools (most schools!) have stopped making the personal phone calls. HTMS will continue making the phone calls until we cannot manage it.
  3. COLA (Cobb Online Learning Academy) Open Enrollment
    - a. Mid-late October (occurring now)
    - b. Interesting to see how the numbers “play out”
  4. Spring 2021 GA Milestones Test Results (show PPT slides)
  5. Model PLC Status
    - a. Hightower Trail MS was named a Model PLC School for 2021-2022!
    - b. Only MS in Cobb
  6. Overall, parents are very impressed with how well Hightower Trail’s staff/teachers have been handling the constant change and hardships currently present in schools
    - a. Relying more on phone calls rather than email
    - b. Encouraging parents to go “straight to the source” (teacher, counselor, admin., etc.)
  
- III. **Proposed topics for next meeting?**
  
- IV. **Upcoming PAC meeting dates:**
  - a. Thursday, January 27<sup>th</sup> at 8am in Large Conference Room at HTMS
  - b. Thursday, April 28<sup>th</sup> at 8am in Large Conference Room at HTMS
  
- V. **Adjournment**