

The Matthews Committee on Education will work together with the Charlotte-Mecklenburg School (CMS) system, charter schools, private schools and home schools in Matthews to promote a strong, healthy and cooperative relationship amongst them, and to promote equal opportunities for all students who attend Matthews schools.

AGENDA
MATTHEWS COMMITTEE ON EDUCATION
JORDAN ROOM, MATTHEWS TOWN HALL
Tuesday, November 12, 2019 – 6:30 P.M.

- I. **6:30-6:35:** Call to Order & Declare Quorum
- II. **6:40- 6:50:** Approval of Minutes from October 8th Meeting
- III. **6:55-7:05:** Elizabeth Lane Elementary Meetings Confirm Attendance:
 - a. *All community conversations will take place at Elizabeth Lane Elementary at 6 pm.*
October 21
November 18 – Erin,
December 9 – Susannah,
January 7 (tentative)
- IV. **7:05 – 7:45:** Unfinished Business: School Data Collection Next Steps:
 - a. Provide feedback on completion of test run
 - b. Review MCE email draft to principals
 - c. Review dates & timeline
 - i. **November 12th:** MCE Members to complete Metrics Spreadsheet for their assigned schools
 - ii. **November 15th:** Mail initial letter to principals from Town of Matthews (or Mayor)
 - iii. **Between November 22 - November 26:** MCE Members to send personalized emails to principals at their assigned schools
 - iv. **January 31:** Deadline for MCE to complete Meetings with Principals
February 14th: Deadline for Spreadsheets to be completed by Principals (if needed, MCE can extend the deadline for principals to 3/9)

- v. **March 10th:** Metrics Data Collection completed! Discuss the next steps at MCE meeting on this date.

V. 7:45-7:50: Tentative Upcoming Meeting Dates:

- a. December 10, 2019 at 6:30 – Check-in (1-hour meeting)

VI. 7:55: Adjourn