

Meeting: SBMT	Key Roles	
Date: 11.20.21	Meeting Leader :	Process Facilitator(s):
Start Time: 8:00 am	End Time: 9:00 am	Timekeeper:
Location: cafe	Minute Taker:	
Participants: Folts, Patel, Emmerson, Antonetti, Herrscher, Gaspard (Best Self)	Guest Participants:	
Meeting Purpose:	Preparation Required:	

Time	Topic	Purpose*	Discussion Leader	Desired Outcome
8:00 – 8:25	MTSS-A	D	Emmerson/Patel	<ul style="list-style-type: none"> • Parent letters describing how to connect to Teams/Schoology/Dojo • <i>Teachers can use DoJo to send these home</i> • <i>If we go virtual – DoJo is the best way, TalkingPoints might be better</i> • Winter Holiday Fest • <i>Flyers, connect ed call, bitmoji, DoJo the flyer, Marisol come to hand out flyers to pick up parents</i> • <i>The day of, help with handing out the materials to classroom – Marisol come into the building</i>
8:25 – 8:50	MTSS-B	PS	Folts	<ul style="list-style-type: none"> • Clothing drive in Parent room – inviting parents in • <i>Email from Dr. Reynolds</i> • <i>Putting on hold until number of cases go down</i> • <i>Community to see if we can get donations</i> • <i>Weekly bulletin for donations from teachers</i> • Spirit Week in December • Monday - PJs • Tuesday – Athletic Wear • Wednesday – Holiday Theme Sweater • Thursday – First floor blue, second floor white, third floor red
	SCEP survey			<ul style="list-style-type: none"> • Marisol • Remind parents to complete the SCEP survey
				<ul style="list-style-type: none"> •

*P = Presentation PS = Problem Solving D = Decision Making I = Information Sharing F = Feedback

