

## SCHOOL-BASED MANAGEMENT TEAM (SBMT) MEETING

### Agenda / Minutes

<b>Location:</b>		<b>Discovery School 67</b>	<b>Time:</b>		<b>3:00 PM</b>	<b>Date:</b>		<b>1/14/2021</b>
<b>Timekeeper:</b>		Hufnagel	<b>Facilitator:</b>		Murray/Zeis	<b>Recorder:</b>		Peterson
Time	Topic	Related SCEP Tenet	Purpose*	Discussion Leader	Desired Outcome	Notes		
3:00	Review agenda	N/A	Establish purpose for meeting and recognize the stakeholders' dedication	Murray	Welcome team			
3:05	Paint Project	2	Provide Update	Murray & Zeis	Update			
3:15	Reopening Plan	6	Provide Update	Murray & Zeis	Share draft plan and the schedule for the parent meetings			
3:45	DPCC & SEPAC	6	Turnkey Information	Speidel	Keep SBMT apprised of committee discussions/ plans			

**Next Meeting Date:** Thursday, 2/11/2021

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

**Meetings Minutes:** Thursday, 1/14/2021

**Time:** 3:00 PM via Microsoft Teams

**Attendance:**

Fullagar, Hufnagel, Martinek, Meyer, Peterson, Zeis, Murray, Speidel and Hasan (Jaye only)

**Minutes:**

**Review the agenda** – Principal Murray

**I. Paint Project**

The contractors began painted all classrooms, stairwells, and the hallways. The cafeteria and the main office are the last areas that will be painted. The delay in the cafeteria is the result of waiting for the sound barriers to be installed.

**II. Reopening Plan**

The draft plan was submitted on time. Admin also wrote letters for all families despite the model of choice (In-person, Hybrid, or Fully Remote). Transportation was submitted on time as well. There was a parent meeting held Jan. 14 at 5:30 PM via Teams. 91 people attended. The staff met twice since the December announcement and has two additional meetings scheduled for tomorrow, January 15. Additional signage has been ordered, but nothing has been delivered yet. All classrooms on the first and second floor (except PK) have been arranged according to Cannon Design's constraints. Pre-K has ordered floor mats and lap desks to best accommodate student needs. The Team discussed arrival procedures, whether Encore should travel to classes, and the arrival/dismissal times.

**III. DPCC** – Mr. Speidel\* – no update

**SEPAC** – Mr. Speidel\* - no update

\*The meeting ran long and Mr. Speidel had to attend another meeting at 4:00 PM.

**Next Meeting Date:** Thursday, 2/11/2021

**Recommendations to be shared with the Board of Education:**

**Recommendations for the District Committee of Stakeholders:**