

SCHOOL-BASED MANAGEMENT TEAM (SBMT) MEETING

Agenda / Minutes

Location:		Discovery School 67 Zoom Meeting		Time:	3:10 PM	Date:	11/18/2021
Timekeeper:		Ziegler		Facilitators:	Murray/Zeis	Recorder:	Andrzejewski
Time	Topic	Related SCEP Tenet	Purpose*	Discussion Leader	Desired Outcome	Notes	
3:00	Introduction and agenda	N/A	Establish purpose for meeting and recognize stakeholders' dedication	Murray	Welcome team		
3:10	PTO	6	Decide on Sensory Walks	Murray/Zeis	Ask PTO to purchase Sensory Walks		
3:30	Vacancies	1	Explain challenges	Murray/Zeis	Staff and Crossing Guard		
3:40	Lockdown Drills	1	Discuss plan due to rooms not having locks	Murray/Zeis	Identify rooms		

Next Meeting Date: 12/16/21

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

Meetings Minutes: 11/18/2021

Time: 3:10 PM via Zoom (link sent in email 11/14/2021)

Attendance:

See the sign-in sheet

Minutes:

PTO

The Team reviewed the decals and then discussed other options to have PTO best support students based on the conversation around the upcoming lockdown drills.

Vacancies/SBB

Principal Murray asked the Team to start considering budgetary allocations for next year, i.e. increasing the guidance counselor from .5 to 1.0, purchasing an extra help building sub, and to consider Spanish if there is a certified teacher available.

Lockdown Drills

The issue of needing locks installed and keys made is a continued concern! The Team suggested we request PTO invest in securing our building, i.e. bullet-proof glass around the technology room, main office and possibly the back hallway outside the PK classrooms. We will also research devices that can be used to ensure classroom doors cannot be kicked in. The issue is the classroom doors push open.

Next Meeting Date: 12/16/21

Recommendations to be shared with the Board of Education:

Recommendations for the District Committee of Stakeholders: