

## SCHOOL-BASED MANAGEMENT TEAM (SBMT) MEETING Agenda / Minutes

<b>Location:</b>	Microsoft Teams (Remote)	<b>Time:</b>	9:00 AM.	<b>Date:</b>	September 29, 2021	
<b>Timekeeper:</b>	Cooley	<b>Facilitator:</b>	Nsengiyumva/Franko	<b>Recorder:</b>	Grieco	
<b>Meeting Purpose:</b>	The purpose of the SBMT meeting is to share and discuss the current 2021-2022 SCEP.					
Time	Topic	Related SCEP Topic	Purpose	Discussion Leader	Desired Outcome	Notes
9:00-9:05	Share the <i>TSI Visit Dates; Suspension Date; Attendance Data</i>	All Commitments	I	Nsengiyumva	Members will know the TSI Visit Dates from the State & District	*Important Dates shared pertaining to the SCEP *Suspension Data needs to be updated
9:05-9:10	Review the <i>2021-2022 SCEP Commitments &amp; Activities</i>	All Commitments	P, I	Nsengiyumva	Members of the team will be reminded of the current SCEP for the 2021-2022 School Year	*Review SCEP for the 2021-2022 School Year
9:10-9:30	Review the <i>SCEP Monitoring Tool</i>	All Commitments	P, I, D, F	All Members	Members of the team will begin <i>color-coding</i> the SCEP Monitoring Tool	*Members will decide where we are with our current activities and goals ( <b>Red-Not Yet Started; Yellow-In Progress; Green-Completed</b> )

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

Southside Elementary School #93

<b>Location:</b>	Microsoft Teams (Remote)	<b>Time:</b>	9:00 AM.	<b>Date:</b>	September 29, 2021	
<b>Timekeeper:</b>	Cooley	<b>Facilitator:</b>	Nsengiyumva/Franko	<b>Recorder:</b>	Grieco	
<b>Meeting Purpose:</b>	The purpose of the SBMT meeting is to share and discuss the current 2021-2022 SCEP.					
Time	Topic	Related SCEP Topic	Purpose	Discussion Leader	Desired Outcome	Notes
9:30-9:35	Create Teams for each Commitment of the SCEP	All Commitments	I, D, PS	All Members	Members will each take on a Commitment of the SCEP ( <i>Academic Team or Social Emotional Team</i> )	*Each member will be in charge of monitoring their Commitment of the SCEP and will need to be prepared to share out any changes to the Team for each meeting
9:35-9:40	Create new Agenda	All Commitments	PS, D, F	All Members	Expectations for the next meeting will be set	*Share out progress for next meeting (i.e., <i>live document</i> )

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### Meetings Minutes:

SCEP is broken up into 2 Commitments:

1. Academic Commitment
2. Social Emotional Commitment

Team broke into sub-teams based on categories:

**Academic Team: Stefanie Franko, Colleen Kowalczewski, Dana Casata, Michelle Evans, Bridget Hudson, Christan O'Leary, Nicole Sperrazza, Felicia Berst, all Admin**

**Social Emotional Team: Rene Cooley, Theresa Maciejewski, Michelle Evans, SST, Sarah Gallien, Andrea Grieco, Tammy Banks**

### Introduced Commitments:

- **#1: Academic Driven**
  - \* Strengthening of learning Environment
    - Differentiation
    - DDI process
  - \* Use End of year Ed climate student survey
- **#2: Social Emotional**
  - \* Strengthening relationships
    - invisible mentor
    - Social Emotional activities & incentives
    - restorative circle
    - Use End of year Ed climate student survey

**SCEP is on the school website**

**Introduced monitoring tool:** will go over commitments monthly and decide where we stand. Goals will be color coded: Red (not started), Yellow (in progress), Green (completed).

Monitoring tool will be used to share out during TSI visits.

MONITORING TOOL:

### Academics:

#### Differentiation:

- PD

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- Some staff did not complete. Liz Curtis is working on creating a NearPod to have teachers complete.

- Lesson Plans
  - Reviewed with staff at opening day
  - Lesson plans have started to be collected
- Coaching Tool
  - Digital form not released by district
  - Admin started going into classrooms based on lesson plans
- Learning Areas
  - Provided 10-day planner
  - Admin getting into classrooms
  - Coaching tool not released by district yet
- Grades reflect "effort"
  - Report cards not completed

### DDI

- Teachers create and facilitate small groups
  - Reviewed DDI process opening day
  - Lesson plans have been turned in
- Increase and growth informative assessments
  - DIBELS BOY
  - DDI in October
  - iReady testing begins Oct.1,2021

### Social Emotional

- Invisible Mentor Program (7<sup>th</sup> & 8<sup>th</sup> Graders)
  - 9/28/21 Admin met with SST team to get names for 7<sup>th</sup> & 8<sup>th</sup> grade students in need of support (behavioral needs)
  - Collecting names of teachers interested in volunteering \*new email was sent out
  - Mentoring tool is in the thinking stages
  - Determining next step with volunteers (roles & responsibilities) in the works
- Social Activities & Incentives
  - Met with attendance teacher and asked him to come to meeting each month (1<sup>st</sup> Tuesday of every month)
  - No activities/incentives scheduled due to covid protocols.
- Restorative Circles
  - Decrease in ODR
    - PD resources in schoology
    - PD given during the summer. NearPod is being created for teachers who could not attend
    - ODR's are still being inputted--\*\*Data not up to date

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- Decrease in Suspensions
  - 2 long term
  - Do not have exact data for short term
  - \*\*ODR's still being inputted
- Higher attendance activities/incentives
  - Activities have not been started due to covid protocols
- Admin walk-throughs
  - Provided all teachers in preK-4 with additional circle prompts and mindfulness activities
  - Still waiting for digital coaching tool to be released by the district

**Additional Notes:**

Meetings are held on zoom for parent participation

TSI Dates: 10/20, 12/7, 1/31, 5/10, 6/7

SBMT changed meeting date from 10/20 to 10/27 due to TSI visit

Students enrolled 992 (962 currently due to 30 census)

Suspensions are NOT up to date as of yet. ODR's are still being put into system

***Attendance Data:***

<i>Total</i>	<i>Satisfactory</i>	<i>Satisfactory %</i>	<i>Risk</i>	<i>Risk %</i>	<i>Chronic</i>	<i>Chronic %</i>	<i>Severe</i>	<i>Severe %</i>	<i>Average Daily Attendance %</i>
992 Total Student 962- enrolled 30- census	316 students	32.8%	193 students	20%	136 students	14.1%	315 students	32.74%	80.78%

***Suspension Data:***

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**Long-Term Suspensions (6 or more days)**

Male	Female	Am. Ind.	Black	Hispanic	White	Special Ed.
	2			1	1	1
<b>YEAR TO DATE</b>		<b>Prior Year</b>				

**Short-Term Suspensions (1-5 days)**

Male	Female	Hispanic	Black	Multi.	White	Special Ed.	Number of Days				
							1()	2()	3()	4()	5()
<b>YEAR TO DATE</b>			<b>Prior Year</b>								

**KEEP IN MIND that these numbers reflect ALL OF THE SUSPENSIONS ADDED TOGETHER SINCE SEPTEMBER INCLUDING REPEATED OFFENDERS**

**Notes from Today's Meeting:**

- October 20, 2021-TSI Visit #1
- December 7, 2021-TSI Visit #2
- January 31, 2022-TSI Visit #3
- May 10, 2022-TSI Visit #4
- June 7, 2022-TSI Visit #5

*Next Meeting:*

October 27, 2021 @ 9:00 AM. (\*Original Date was October 20, 2021-TSI Visit #1)

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

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<b>Recommendations for the District Committee of Stakeholders:</b>
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