

Orange Preparatory Academy

School Management Team (SMT)

Date: 10/3/2017

Start Time: 3:00PM

End Time: 4:30PM

Members in Attendance:

1. Salima Covington
2. Stephanie Desanges
3. Michael Esquerre
4. Glenn Gamble
5. Ann Marie Gunter
6. Kristine Norat
7. Tera Phipps
8. Kristina Salvatoriello
9. Sharonda Tanner
10. Alfreda Ward

Members Absent:

1. Dana Gaines
2. Wanda Noel

Agenda Notes

I. Distribution of SMT Positions

- A. Chair: S. Covington
- B. Co-Chair: S. Tanner
- C. Time-Keeper: S. Desanges
- D. Scribe: K. Norat

II. Subcommittee Selection

- A. SMT members reviewed the new consolidation of sub committees
- B. With approx. 70 staff members, each committee should be around 16-17 people.
- C. All in agreeance that SMT members cannot hold a high position in any subcommittee.

III. Future Ready (T. Phipps)

- A. Certification process that the district has begun to gage OPA's engagement and integration of technology within the building.
- B. GOAL= To be "Future Ready 'certified'"

1. Are we preparing OPA students to be efficient with using technology in all of their classes?
 2. Is there technology available in different locations throughout OPA for students to utilize?
- C. SMT team will become the school's "Future Ready School Team".
- D. Assessment given to all SMT members to assess OPA's integration and access to technology across all content areas.

IV. School Action Plan Feedback

- A. SMT members reviewed the School Action Plan provided, reading closely into the language used on the document.
- B. LASW acronym = "Looking at Student Work"= teachers coming together during their CPT period to review and discuss patterns and trends among their students via the data their work produces. Then, discussing instructional strategies to be put in place to tackle trends and patterns.
- C. SMT members noted that everything is aligning to re-influence ELA & MATH within all content subjects.
- D. Proposal to implement vertical articulation among the content areas with similar grades to promote interdisciplinary camaraderie and cohesion with instructional strategies/protocols.

V. Building Climate

- A. Positive Comments
 1. Hallways are clear by 8:20AM. Students are transitioning in the morning fairly quickly from the cafeteria.
 2. The School environment is beautifully decorated, promoting OPA pride and the "Come Together" brand.
 3. Less selective groupings between staff members and departments in comparison to other years ("cliques").
- B. "Suggestions for Improvement" discussed by SMT members:
 1. Aligning the "testing" classroom environment to the "daily" classroom environment (using manipulables in class (for Math), but then not being able to use them when taking the PARCC because everything is on the computer).
 2. Keeping students motivated to attempt each question on their assessment, instead of just "clicking through". Possibly an effect of over-testing the child.
 - a) Discussion of how SGO Benchmark and regular benchmark should be aligned, so that the students are not over-tested.
 3. Some thematic units that students will be tested on the PARCC are unable to be covered during regular instructional time (MATH).

4. A connection between a lack of student organization with their academic materials discussed. All members agreed it is a problem in every content area.
 - a) Proposal: PBSIS committee to create a workshop on Student Organization to give them tools to help keep themselves organized.
5. Increase in Security presence in all commonplace areas
 - a) Proposal: Security of both genders be placed at the bathrooms to help monitor the students and control those areas of the school. OR Put in place “teacher duty” to monitor the bathrooms and have students sign in and out of the restroom mandating their classroom pass from teacher.
 - b) Security needed during the transition periods all day to improve traffic flow.
6. Lunch Periods
 - a) Students are being let out of lunch before their respective teacher is back from lunch.
 - (1) Proposal: Start dismissing students (LUNCH A) at 11:39AM, not 11:35AM, so that the teachers can be at their posts to escort their students into the class and manage the traffic in the halls.
 - b) Not enough chairs available for students or staff monitoring students in the Cafeteria in Lunch A
 - (1) Proposal: Balance out the children from Lunch A & B (Scheduling).
 - c) Lunch C students are not transitioning quickly to their Block 4 classes.
 - (1) Security guard is posted by Room 229, however may be placed at a different post as the students are exiting the cafeteria to manage the flow of traffic.
7. Food being brought OUT of the cafeteria after breakfast and during lunch. Breakfast staff are serving student breakfast AFTER 8:05AM.
 - a) Proposal 1: Breakfast should stop serving food by 8:00AM or students kept in cafeteria until 8:10AM to finish their breakfast.
 - b) Proposal 2: Ask teachers who have Block 1 off (Science & Social Studies staff) to stay in the cafeteria from 8:05AM- 8:15AM with the children who need to finish their breakfast and ease the transition, so that students will make it to class by 8:20AM.
8. Lack of personal space between students as they are transitioning between classes; inappropriate conduct

VI. Assessment of Prior Month (tabled)

VII. Additional Items to be added to Next SMT Meeting

- A. How will the subcommittee jobs be delegated and every member of the subcommittee be held accountable?