

Wednesday, November 28, 2012
School Management Team Minutes
3:00-5:00pm

I. Old Business

- A. Thanksgiving Food Drive
 - 1. Basket Donations were received by the Junior League from the Oranges in Short Hills
 - 2. A list, including student names, student ID's, homeroom, and parent signature was forwarded to the food services division of the district.
- B. Kindergarten Teacher
 - 1. New teacher hired-Ms. Francesca Romain
- C. Staff Breakfast Friday, November 30 (Kindergarten & First)
- D. Town Hall meeting & Hispanic Heritage Month Feedback
 - 1. Not enough time
 - 2. Next year, focus on test results, format of test & strategies for parent
 - 3. Hispanic Heritage Celebration-Positive Feedback
 - 4. Add a dancing component to the celebration next year
 - 5. Involve the teachers (student-teacher interviews)
 - 6. Prepare & organize earlier
- E. Parent Portal
 - 1. Positive feedback.
 - 2. Prepare for Session II in January
- F. PTO Meeting
 - 1. Friday, November 30
 - 2. Meet & Greet
 - 3. Elect Officers
 - 4. Pizza provided
 - 5. Create Future Plans, Goals, and fundraisers
 - 6. Raise money towards 2 field trips & for next school year
 - 7. More teacher involvement during meetings

II. New Business

- A. Staff Talent Show
 - 1. June
 - 2. Spear headed by Monique Walker and Adriana Hernandez
- B. Fridays With Forest's Fathers
 - 1. Father's Book Club
 - 2. Fathers will be invited to read to classrooms
 - 3. Last Friday of every month, 2:15-2:45
- C. Committee Reports
 - 1. Continuing Improvement of Instruction & Data
 - i. Collegial Walkthrough was conducted November 15, 2012
 - ii. Walkthrough Feedback was focus for Collegial Walkthrough (See Attached)

2. Curriculum & Professional Development & Data
 - i. Next PD focus-Unit 3 Model Curriculum
 - ii. Hernandez's focus for k-2 is organizing classroom libraries
 - iii. Area of Concern: Guided Reading. Teachers need more assistance, specifically in Grades 2, 3 & 4 ELA Master Teacher will follow through with assisting teachers.
3. School Climate
 1. Read 180 Program affecting students emotionally
 2. Guidance counselor has been meeting with these students that are having self esteem issues.
 3. Safe Haven (Drills) being organized
 4. Grant from the Oranges in Short Hills has increased/updated and have encouraged us to submit another grant
 5. NJASK preparation
 6. Parents want NJ SEEDS programs adapted. Inquiring more information
 7. I&RS paperwork being completed by teachers
 8. Career Day donation from teachers \$12 for Career Day Luncheon-start collecting in January. This donation allows teachers to wear college attire during College Week (last week in February)
 9. December 17-7th Grade OPA Transition Trip
 10. Community Food bank of NJ-planning and scheduling dates
 11. College incentive trip is in the process of being planned for March
4. Technology
 1. Laptops still in boxes-Veloz will set-up
 2. 15 iPads (from spec. ed. department) are not functioning due to lack of iTunes account.
5. Calendar events
 1. Will take place during a half day SMT session, Monday, December 3, 2012 at 1pm.
6. Coat Drive for Students
 1. Teachers will purchase 2 coats per grade level
 2. Church will also contribute
7. No Holiday Bizarre this year
 1. Will have Spring fundraiser "Pictures with Easter Bunny"