

ORANGE TOWNSHIP PUBLIC SCHOOLS  
FOREST STREET SCHOOL  
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Ms. Yancisca Cooke  
Principal

Mr. Ronald Lee  
Superintendent

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**Forest Street School**  
**2015-2016 SMT**  
**Tuesday, August 4, 2015 4:00-7:00pm**  
**Agenda/Minutes**

1. Opening, Being present & Attendance: Ms. Y. Cooke, Ms. F. Romain, Mr. B. Donnelly, Ms. K. Donnerstag, Mr. B. Canares, Mr. J. Warta, Mrs. N. Plaisimond, Ms. Amanda Sapong, Dr. Russo, and Dr. Howard
  - Not Present: Ms. S. Murati, Mrs. J. Daniels, Ms. D. Grayson, and Ms. C. Battle
2. SMT Goals for the year
  - went over SMT goals that we created yesterday and adjustments were made
3. PTO Goals & Fundraising Strategies
  - this year the National Museum of African American History will be completed and in the Spring do a school-wide trip to Washington DC; would like for PTO to spearhead the fundraising for this event
    - will look to see if businesses will help and support our fundraiser
    - all proceeds can from MicroSociety can go towards this fundraiser as well
  - donating plastic, clothes, toys, etc. the company a&d will come and pick them up and give us 26 cents a pound
    - recommendation for everything to be dropped on a Friday or Saturday so we won't have to deal with storage issues
4. SMT Training provided by Dr. Russo and Dr. Howard
  - suggested and regulations: membership can not be overloaded by any grade span or group
  - anybody can come to an SMT meeting but only the members can vote
  - teachers: must have Mathematics, ELA, Special Education, and ESL
  - may want to do grade spans
  - parents: actually select who the parent representative is
  - technology coordinator is very important as is a paraprofessional
  - also important to have on SMT is a community member; no politicians or who is on the BOE
  - normally reach consensus; not a vote
  - 1st roll: chairperson who calls for the vote, agenda, sets the meetings, and keeper of attendance (B. Donnelly)
  - 2nd roll: is the facilitator and will vote on who this person would be, he or she does takes over the roll if chairperson is not present (F. Romain)
  - 3rd roll: recording secretary to take the minutes, post the minutes after they have been approved at the next SMT meeting and send to Dr. Howard (Kimberly Donnerstag)
  - 4th roll: can have a corresponding secretary (N. Plaisimond)

- 5th roll: “Encourager”: person who insures that everyone is being heard so that not one person is monopolizing the conversation (Warta)
- 6th roll: timekeeper is another roll: makes sure sticking to the agenda (Joyce Daniels)
- Purpose: communicating with subgroups and bringing this information back into SMT; not only monitoring the plan but are keeping the data in order to know what was effective and what wasn't effective; making suggestions for next steps and improvements and meeting our goals
- Professional Development falls under SCIP
- subcommittee should be keeping minutes when they meet during our staff meetings
- Committees: School Climate, School Safety, Professional Development...will discuss and come to a consensus about which ones we want
- every member on SMT is on a subcommittee but they don't have to be the chairperson

#### 5. Sub Committees:

- School Climate and Safety: incidents that are happening within the building, utilizing surveys to collect data on school climate, emergency evacuation plan, touch base with safe havens, overseeing that we have supplies incase of an emergency lockdown within the building as well as in the safe havens, making sure that at the safe havens that we have copies of the emergency cards
- Grant Writing: researching and writing grants
- Social/Fundraising: oversee organization of all the events; call and reach out to parents who have signed up to volunteer for an event
- Data: responsible for collection, desegregating and analyzing the data, and reporting the data
- Parent/Community Involvement: increasing the level of parent and community participation through reaching out, identifying community members willing to sit on SMT, assisting with MicroSociety donations and school social events
- will assign each committee events (no more than 2) that they will have to spearhead

#### 6. Sunshine Club→ Reorganization Proposal

- skip and leave to next time
- can confirm via email

#### 7. Code of conduct

- district has offenses along with consequences
- for Forest and our student handbook we have minor and major infractions
- will make a copy and identify which ones will be minor and major infractions
- need to all be consistent
- need teacher input so would like to talk to the staff about this further

#### 8. Calendar of Events for 2015-2016

- Requested to have MicroSociety to take place week of August 23rd or August 30th; no specific date yet; if not try to fit it in during the first week of September
- September:
  - Principal Assembly→ 1st Day of School Tuesday, September 8th
    - K-3→ 9:30 4-7→ 11:00pm
    - Board Meeting that day
  - SMT Meeting: Wednesday, September 9th 4-5:30pm
  - Open House: Monday, September 14th 6-8pm (whole school)
  - Monday, September 14th is a 3:00 dismissal; 3:05 first staff meeting
  - Grandparents Day (9:30-11) & Back to School Kick off (3-5): Friday, September 18th

- Thursday, September 24th: 12:30 dismissal for students→ PD Day plus additional 75 minutes
- Friday, September 25th: Rain date for back to school kick off
- Monday, September 28th: Staff meeting 4-5pm
- October
  - 7th: SMT Meeting (1:30-3); Progress reports go home
  - 12th: Closed
  - 13th: BOE Meeting
  - 19th: Begin accepting I&RS Referrals; 4:00 Staff meeting
  - 22nd: 12:30 Dismissal for students OEA in-service
  - 28th: Hispanic Heritage Event (6-8)
  - 29th: Assembly program at 10:00; 12:30 Dismissal for district PD additional 75 minutes
  - 30th: Character Day K-3rd
- November
  - 4th: SMT Meeting 4-5:30
  - 2nd: 4:00 staff meeting
  - 5th & 6th: NJEA Convention District closed
  - 9th: Canned food drive begins
  - 10th: BOE Meeting
  - 12th: 1st marking period ends
  - 18th: 12:30 dismissal PD
  - 20th: Canned food drive ends
  - 23rd: 4:00 Staff Meeting
  - 25th: 10:00 Honor Roll Assembly and 12:30 dismissal for all
  - 26th & 27th: Thanksgiving Break
  - 30th: Forest Cares Drive begins
- December
  - 2nd: SMT Meeting (1:30-3)
  - 7th: 4:00 Staff Meeting
  - 8th: BOE Meeting
  - 16th: Progress reports go home
  - 18th: Forest Cares Drive Ends; Winter Market Day
  - 21st: 4:00 Staff Meeting
  - 23rd: 10:00 assembly; 12:30 dismissal for all
  - 24th-January 3rd: Holiday Break