

School Management Team Committee
Monday, October 22, 2012
1:00-3:00pm
Minutes

I. Old Business

A. Housekeeping

1. SMT chair in the absence of Mrs. Portillo is Mrs. Peters
2. Minutes Accepted

B. Staff Breakfast

1. November-Kindergarten Team

II. New Business

A. Kindergarten

1. Coxfield has resigned.
2. We have hired Ms. Jones, placement has yet to be determined as Cleveland needs a ELA teacher

B. Staff Concern

1. Ms. White will deliver card and flowers to Ms. Galarza on behalf of the school

C. Principal's Meeting Debrief

1. Graded walkthroughs
2. All grades should be using Model curriculum with the exception of 6th and 7th grade Math and Read 180 program.
3. Lesson Plans should be out at all times. Desk, *Smart Board* etc.
4. Tier 2 & 3 Vocabulary training needed
5. *Spellingcity* should be utilized
6. Vocabulary must be taught in context
7. Spelling should not be taught in traditional ways (isolation)
8. Assessments should not be designed where words are being assessed in isolation
9. e-reads is Read 180 homework
10. Lesson plan comments will be coming from other administrators
11. Co-teaching and planning must take place
12. 2:30 dismal dates (content specific PD until 4:15): November 19, December 17, January 28, February 25, March 18, April 22, May 20, June 17
13. Tenure Laws-4 years for tenure.
14. More than one standard requires more than one objective
15. Lesson Plans-resource teachers are responsible for 1, 2, 4 differentiated instruction

D. Town Hall Meeting

1. Read 180 Parent Workshop
2. Pasceri, Miguel, Hernandez, Giordano will present NJASK Data for Town Hall meeting and will include district graphs. (30 minutes)

3. Two sessions for parents-Common Core and Read 180 workshop (30-45 minutes)

E. Principal's Chat

1. Once a month
2. During school day (alternate morning and afternoon) Thursday/Friday.

F. PTO

1. Ms. Williams has been representing Forest
2. Need members

G. Calling all Dads Read Alouds (Pre-K through 4th)

1. Friday, October 25, 2012

H. Data Team

1. Week of November 5
2. Conduct our collegial walkthrough
3. During CPTs -analyze data and plan instruction

III. Committee Reports

A. Continued Improvement of Instruction

1. Benchmark Assessments were distributed
2. Score sheet will be used to document scores (due November 2)
3. Common Core Workshop will be presented for Town Hall Meeting
4. Town Hall Meeting: Miguel-Math, Bruntz-Science, Pasceri-ELA

B. Data

1. Peer tutoring Program
2. NJ Ask high scorers to tutor "bubble student"
3. Committee will organize program

C. Professional Development

1. Tier 2 & 3 Wednesday, October 24, 2012
2. Common Core Parent Workshop-Thursday, October 25, 2012

D. Collaboration

1. Starry Story postponed to Spring
2. Light Donations
3. Theme
4. Black History Celebration-Poetry Theme

E. School Climate

1. Safety Committee (School Based)
2. Custodian, security guards, guidance-Monday, October 29, 2012 at 9:30am.
3. Raised \$76 grams, \$253 from walk
4. Fruit tree plant in honor of School Violence Week
5. School Assemblies
6. Main Street Community Center Partnership
7. International Church-30 backpacks-School Wide Assembly-October 26, 2012

F. Curriculum

1. Harvest Fest in November (Middle School)
2. Pre-K through 4 Character Day

G. Technology

1. Laptops cart
2. Awaiting Work Order for 17 new laptops.
3. Many requests for laptops use as centers in classroom

V. School Activities

A. 30 Book Challenge

1. Headed by Ms. Rivera
2. Top Readers of the week being recognized
3. Rivera has created charts
4. Reward for certain increments

B. Student Council

1. Debates Conducted

C. Thanksgiving Food Drive

1. Begin November 1, 2012

D. Holiday Bazaar

1. Qualles & White will set up vendors

E. Walkthrough feedback

1. Improvement noticed from the first walkthrough
2. Continue utilizing model curriculum and implementing programs with intense instruction.
3. Specialists need word walls & Student Portfolios

F. Academic Challenges

1. Check your dates to see what your Challenge is and prepare for it.

IV. Next Meeting

A. November

1. Set Dates for remainder of school year