

**Forest Street School**  
**SMT Meeting Minutes**  
**Thursday, January 19, 2017**  
**4:00pm-6:00pm**

**1. Meeting to Order**

-**Present:** Yancisca Cooke, William Donnelly, Kyle Winter, Mr. Lorenzo, Ms. T, Ms. Delgado, Mrs. Daniels

1. Approval of minutes from Last meeting 12/17/16 (Goal #1) *Minutes read prior to meeting.*

-Motion Winter (1st) and Cooke (2nd)

**2. Reports:**

**Technology, Ms. Plaisimond** -First item tabled, Plaisimond absent. ( **Goals #1 and #3**)

**3. Old Business**

**1. Forest Art Show - A success! (Goals #1 and #2)**

However, a lot of paper stock was wasted when printing certificates for students that did not show.

- Moving forward,

1. Students will receive an invitation/flyer with a tear-off.
2. Certificates will only be printed for those that returned the bottom portion of the invitation/flyer.

**4. New Business**

**2. Structure of SMT Membership ( Goals#1, #2, and #3)**

- Mr. Donnelly sent invitations to two 3rd grade parents
  - 1) Andrea Acosta ( Fiorella, Gr. 3 and Sofia, Gr. 7)
  - 2) Sandra Gustin ( Ayanna Charles, Gr.3)

Neither parent confirmed their receipt of the invitation, nor did they attend today's meeting. Mr. Winter recommended **Mrs. Saint-Jean, mother of Jeremiah Saint-Jean, Gr.7 and Nathan, Gr. 3).** Mrs. Daniels suggested **Luca Gamboa's father, Mr. Gamboa Gr. 3.**

**3. Jungle Book Week- Fundraiser (Goals #2 and #3)**

1. Week of 2/6/17 Dazzling Disney Week: Different daily events ( ie, crazy socks, Disney t-shirt day, etc)
2. Student and Teacher Donation \$4 (*ACCEPTED BY SMT*)
3. Disney Door Contest (Friday) To be created by students. **Rubric?**
4. 2/13/17 Disney Share - List of students attending trip will be forthcoming. Must reach out to Ms. Jones.
5. Decorate main lobby with Disney books/titles

6. Some monies collected from fundraising, will be allocated for an End-of- the- Year Dinner for actors/actresses (Approximately 40 - 55 students).

**4. Lowes Grant: Clothes washer and dryer -Micro Venture (Goals #1, #2, and #3)**

- Board approved
- (Laundromat) Micro venture: Students will launder uniforms and possibly linens from nearby establishments such as Hat City Kitchen and Suzy Q's.
- Students may charge by pound, for pick up/drop off services.
- Detergent maintenance will be upkept from monies collected for services from nearby businesses, not Micro money.

**5. Lucky Leaf Fundraiser( Goals #2 and #3)**

- Students, parents, teachers can purchase a "leaf" in the Jungle Book Program for \$5.00 each.
- One-liners will also be sold.
- Leaves may be sent home in folders to avoid damage.
- Grade level "Shoutouts" - Students send well wishes to their peers.

**6. Micro-Market Day - In-house 1/31/17( Goal #1)**

- Ventures need products to sell.
- Warehouse: Mr. Donnelly suggested an online warehouse (on a Google sheet). Each venture can house and sell supplies online.

**7. PARCC, Wednesday, 2/1/17, Test Run, Gr. 3 and 4 (Goal #1)**

**8. ACCESS, Ppt. presentation to ESL parents ( Goals #1 and #2)**

- Test date 2/28/17
- 2/6 Parent Info. Meeting 5:15pm - 6pm ( Approx. 30 minutes)
- Mr. Donnelly will conduct ppt presentation ( Eng., Span.,and Creole)

**9. NJPAC Student Share fieldtrip ( Goals #1 and #2)**

- 2/13/17 Disney Share - List of students attending trip will be forthcoming. Must reach out to Ms. Jones.
- Each cast member will receive 2 free tickets.
- Parents must find their own means of transportation.

**10. Family Liaison, Mr. Lorenzo ( Goals #2 and #3)**

- Mr. Lorenzo purchased a fundraising thermometer to place in the main lobby to promote our Disney production. **Budget?**

**11. Principal's Update: Budget for Next Year ( Goals #1, #2, and #3)**

- FSS has been working on a flat budget.

- Trips needed to have been scheduled before winter break. All budgeted trip money was exhausted.
- Disney budget will be factored in for next year.
- Ms. Cooke will continue working on budget.
- Budget is due on 1/30/17
- Face-to-face Budget Meeting 2/3/17
- Disney production sent an email inviting 49 students to go watch Disney's Lion King Production in Manhattan.
- Transportation Fees: for Ask parents for \$10.00 per student, if parents express a financial hardship, monies will be withdrawn from Disney budget.
- Chromebooks are not as sturdy as previous Dells. Currently researching the lifespan/sturdiness of new technology.
- Micro-Society/After-School Program
- This is currently FSS 4th year of extended school day ( 4 pm dismissal).
- Teacher attendance directly impacts this program. We are currently under 6 teachers.
- Due to the lack of teacher coverage, FSS may have to return to a 3pm dismissal with a focus on remediation.
- HOWEVER, data has shown that since we've been conducting a 4pm dismissal, students have been moving up academically.
- Remediation, cannot be an afterschool program.
- If we lose Micro (entire school 4pm dismissal), we will not get it back.
- This issue will be addressed in the next staff meeting.

## **5. Good of the Order**

**Comments/observations from team members without the need to make a motion.**

## **6. Adjourn**

**-Motion to adjourn**

**Winter 1st and Cooke 2nd**