

Forest Street School

Minutes

SMT Meeting

Thursday, October 26, 2017

1:30 PM

Meeting to Order:

1. Mrs. Yancisca Cooke, Mrs. Nyree Delgado, Mrs. Jacqueline Murphy, Mr. William Donnelly, Mr. Brian Canares, Ms. Monique Walker, Mr. Kyle Winter, Mrs. Daniela Antunes, Ms. Alejandrina Mueses, Mrs. Teresa Repiscak
2. SMT Retreat August Minutes will be retrieved and reviewed post-current meeting.

Address Student Transitions:

- Ms. Cooke will generate memo to all teachers regarding students.
- All teachers, general and special, are responsible for students. They must be held accountable. If they are out, they are to return.
- Suggestion to take attendance and always know count.

Old Business:

1. Data Meeting
 - a. Meeting was held four times to discuss: focus areas, tools and put together a PowerPoint presentation
 - b. Ms. Romain collected K-2 ELA and some math data.
 - i. She was commended for being specific as to who the students are (Tiers 2 and 3) and how they are performing.
 - c. Ms. Hunter collected K-7 Math Data.
 - d. Ms. Stokes collected 3-7 ELA data.
 - e. Ms. Cooke, Mrs. Delgado, Mrs. Murphy, and Ms. Willis monitor new special education and I&RS requests.
 - i. Student attendance will be reviewed after second marking period.
 - f. Data will provide Ms. Hanson for Intervention support.
 - i. Ms. Cooke suggested students be pulled out for support.
 - ii. Mrs. Antunes agreed with suggestion because it will provide less distraction for student and it's preferred for one-to-one support.
 - g. Data team will present PowerPoint at next staff meeting.
 - i. K-2 will break up to discuss data and intervention with Ms. Romain and Ms. Hanson.
 - ii. Ms. Stokes will focus on Reading Plus with 3-7 ELA teachers. Strategies will be discussed to address students without technology.
 - iii. Ms. Hunter will use NWEA math report to discuss with 3-7 math teachers.
 - h. Reading Plus and iRead
 - i. Should be made a big deal for students to celebrate progress and achievements.

- ii. Connect reading programs to the real world.
 - iii. Ms. Murphy suggested the use of the Naviance career inventory in grades 6-7.
- i. "The Future Me" project
- i. K-2 students will work with parents to identify what is needed and goals towards achieving future aspiration.
 - ii. Project to be completed in March prior to PARCC.
 - iii. A form of an essay to be created per grade.
 - iv. If students are interested in an athletic or "superstar" career, they must include detailed requirements and training needed to achieve goal.

2. Hispanic Heritage Fiesta 10/25/17

- a. Ms. Mueses stated that some students were not aware that they could stay.
- b. Parents must accompany students. Moving forward, this requirement will continue to be made clear via phone blasts and noted on the flyer.
- c. Ms. Cooke suggested a structured activity be planned to occupy students.
- d. Recognize Mr. Gamboa for planning and assistance.

3. Cinderella, Cast-Parents Interest Meeting 10/24/17

- a. Majority of parents in attendance.
 - i. Parents agreed to assist.
 - ii. Decal can be designed to create t-shirts for parents and students.

4. Shadow Day

- a. About seventy parents in attendance.
- b. Almost all parents rated event as exceeding (3) their expectations.
- c. A few parents rated event as meeting (2) their expectations.
- d. Parents suggestions and compliments included: a longer day to visit all teachers/classes and a bonus for being with their child on picture day
- e. Suggestion to hold Spring Shadow Day, in the afternoon, on picture day.
- f. Post parent "testimonials" on Forest Street School website after holding events.
 - i. Develop general standard parent survey.

5. Back to School Kickoff

- a. Mrs. Delgado stated it was a huge turnout with students, staff and community participation.
- b. Suggestion to hold location only in front and close off back.
- c. Plan next year's event prior to the end of the year.
- d. Gather a parent committee to plan.
- e. Ms. Stuart (paraprofessional) offered kudos at the board meeting.

New Business:

6. SGOS

- a. Must be completed by Monday, October, 30, 2017
- b. Meetings have already began
- c. Teachers will be asked to send documents over the weekend.

7. Interventions

- a. Reading Plus to be continued every Monday
 - i. 29 activities completed by this Monday, October 30, 2017
- b. iRead average to be shared with students

- c. Celebrate first and second grade students for mastering out of iRead and reaching Reading Plus
- d. Ms. Harris is confirming that students prior to 3rd grade can be assigned to Reading Plus

8. Teacher of the Year, Nominations

- a. Elect teacher/paraprofessional for Governor's Teacher of the Year based on requirements
 - i. Decision must be made prior to Thanksgiving to allow ample time for teacher to write essays
 - ii. Present at upcoming staff meeting
- b. FSS government (Pantherville) process by Election Day, 11/7/17
 - i. Students will vote for mayor, deputy mayor treasurer and secretary

9. Project Achieve update, Mr. Canares

- a. Students will earn salary to shop at ventures.
- b. Ms. Cooke suggested holding a "street fair".
- c. Common Action project that will have students conduct research on to create a proposal (e.g. littering)
- d. Mr. Canares will be observing other classrooms to see what is being covered
- e. Address concern for teacher lateness in project achieve

10. Americorp update- Mr. Lorenzo is not present

11. Foodcorp update- Ms. Mathew is not present

12. FSS calendar for January to June 2018

- a. Will begin at next SMT November meeting

Good of the Order:

1. District Survey

- a. Only 24 completions of fall survey
- b. Plan to rectify areas of parents' concerns
- c. SMT members will read and review survey results prior to next meeting

2. District Holiday Party

- a. A staff vote will be held on Monday, October 30 during staff meeting to decide on district or/and school holiday party

3. Middle school Assembly

- a. Discuss improvements
- b. Assign class representatives
- c. Attendance checks during transitions in middle school

4. Mother's and Father's Day

- a. Mother-Son brunch and Daddy-daughter dance was successful
- b. Ms. Cooke made a motion to continue events: 10 in favor and 0 opposed
- c. Event committee will discuss budget and how to operate events (mother-daughter, father-son)

5. Community Resource Event

- a. Mrs. Murphy will hold meeting to provide parents with available resources in the community after Thanksgiving but before the holidays.

6. FSS Sunshine Club

- a. Mrs. Antunes stated club has only 5 current members.
- b. First installment was due 10/20/17
- c. Ms. Cooke suggested that a PA announcement be made to staff members

7. Washer and Dryer

- a. Mr. Winter addressed the washer and dryer in staff lounge not being utilized
- b. Ms. Cooke is asking SMT members or Mr. Gamboa to generate letter to other schools.
- c. Letter must be addressed to Mr. James and CC Mr. White, Dr. Howard and Mr. Ladeli

Adjourn:

1. Ms. Walker
2. Mr. Canares