

SLT Retreat
August 25, 2022

Attendance: N. Alvarado, N. Cruz, T. Ford, J. Grant, T. Jefferson, M. Kane, D. Nicholson, D. Otchere, A. Rowe, T. Singleton, A. Smith, M. Stack, R. Thomas, C. Tighe, V. Torrenegra, M. Vignola, P. Yearwood

- I. Introductions -
 - A. Mr. Otchere - New Community Coordinator
 - B. Ms. Smith - New VP
- II. Ice Breaker - Bus Stop
 - A. Send in a choice for the full staff to do
- III. Roles and Responsibilities -
 - A. Chair - Mr. Yearwood
 - B. Time Keeper - Ms. Thomas
 - C. Secretary - Mrs. Kane
 - D. Sub Committee Chairs
 - 1. Attendance - Mrs. Stack, Ms. Rowe, Mrs. Alvarado, Mr. O
 - 2. Data - Ms. Torrenegra
 - 3. Climate & Culture (Awards) - Ms. Jefferson, Mr. O, Mrs. Thomas, Mrs. Kane
- IV. Schedule -
 - A. Similar to last year for preps
 - B. Teachers will now have two 40-minute preps
 - C. Lunch Periods
 - 1. K-1
 - 2. 2-4
 - 3. 5-7
 - 4. Concerns about transitions
 - a) Assign administrators/lunch aides to receive students when they arrive
 - b) Create designated areas outside of the lunch room to alleviate crowding at the door. Allow for cleaning time.
 - D. Student Arrival Time -
 - 1. 8:30 - Instruction and breakfast
 - E. A Day and B Day
 - F. Additional 4th grade bilingual class
 - G. Concerns about class sizes in Specials
 - H. Concerns about schedule flow - Mr. Yearwood will speak with each grade level team to create the best possible situation.

- I. Utilizing breakfast as SEL time and community building
 - 1. Provide guidelines for SEL conversations/activities
- J. Possibility to allow 6th/7th to select Specials
 - 1. Placed Instrumental, Spanish, and French classes
- K. Hallway congestion for Spanish/French classrooms - looking at transitions/assigning a position to that location.
- V. Behavior Management Plan
 - A. Rule Creation - create classroom rules
 - B. Logical Consequences - a way to fix and learn from mistakes while preserving dignity
 - 1. Teach the behaviors. And reteach the behaviors as needed.
 - C. Positive Family Contacts - Be in contact with parents and families for positive purposes along with concerns
 - D. Continue with Class Dojo
 - 1. School store incentives
 - 2. School events
 - 3. Webinars for utilizing Dojo
 - E. Continue to monitor and adjust the plan throughout the year
 - F. Looks like, Sounds like, Feels like
 - 1. Entering the school - 3 entrances:
 - a) Main entrance - self contained
 - b) Cafeteria - K-3
 - c) Gym - 4-7
 - d) Late entrances - 8:30 entrances close
 - e) Laptops at entrance to update late students.
 - 2. Entering classrooms
 - a) Demonstrate how to enter classroom
 - (1) Lining students up in the hallway before entering/Greet students as they enter
 - 3. Hallway/Practice walking in a line
 - a) Have stop points in the hallway
 - b) Manage class from center of the line
 - 4. Upper grade hallway/locker transitions
 - a) Set a schedule to visit lockers
 - (1) Locker time -
 - (2) 6/7: After Specials (9:50), Before & After Lunch, Dismissal
 - (3) 5th: Will discuss with 5th grade team
 - 5. Bathroom Procedures
 - a) No pens/pencils

- b) Cell phones should stay in classroom
 - c) Water fountains -
 - (1) Classroom water pitchers ?
 - (2) Students searching for cups in the building
6. Cafeteria Expectations
- a) Ms. Smith and Mr. Cruz have been creating a flow chart of lunch and recess
 - b) Playground line-up before students re enter the building
 - c) Questions about 5th-7th recess -
 - (1) Will groups be split between sides? yes
 - (2) Is there additional equipment that is more age appropriate for the upper grades?
 - (3) Splitting up 5th-7th recess/lunch times
 - (4) Setting expectations for the lunchroom staff
 - (a) Provide necessary training for student management
7. Dismissal Procedures
- a) K - from classrooms
 - b) Grades 1-3 - from cafeteria courtyard
 - c) Grade 4-5 - Playground area
 - d) Grades 6-7 - Jackson St. - Teachers need to walk students all the way out
8. School Wide Implementation
- a) Dojo - classroom and school management and communication
 - (1) School Store (library)/Activities
 - (2) Keep consistency throughout the school
 - (3) Badges:
 - (a) School level expectations - same badges
 - (b) Grade level badges
 - (c) Class specific badges as necessary
 - (4) Class level incentives - Positive percentage awards or activities
 - (5) Point calculations should be around 200 points (for top achievers) to bring to the store
 - (6) Removing points - start the year without removing actual points
 - (7) Monthly incentives from school store
 - (8) Points will be reset monthly
 - (9) All teachers should be utilizing Dojo
 - b) Parent communication -
 - (1) Dojo will log communication with families

(2) Phone calls - follow up with parent through Dojo to keep the log system

(3) Dojo will log minor infractions and school expectations

(4) Genesis will have major infractions (OCR) done by Mr. Cruz

c) Student behavior

(1) OCR will be used to track behavior

9. Student/Parent/School contract for behavior (including cell phones)

10. Utilize first week to set protocols

11. Questions about fire drill exits for 6-7th

VI. Welcome Back Celebration

A. Friday Pep Rally 9/9

1. Panther costume
2. New staff introduction
3. Rules & expectations
4. Cheerleaders

VII. Calendar of events

A. Reviewed Marking Period dates

B. September:

1. Pep Rally - 9/9
2. Back to School Night - 9/15
3. Spirit Week - 9/19-9/23

C. October:

1. Week of Respect - 10/3-10/7
2. Safe Routes to School - 10/7
3. Violence Awareness Week - 10/17-10/21
4. Hispanic Heritage - 10/19
5. Red Ribbon Week - 10/23-10/31
6. Trunk or Treat - 10/31

D. November:

1. Pot Luck - 11/21

E. December:

1. Winter Concert - 12/7
2. Holiday Spirit Week - 12/19-12/23

F. January:

1. Boys 2 Men Breakfast - 1/27

G. February:

1. Valentines Day Dance (6th/7th) - 2/14
2. Black History Month - 2/17
3. 100th day of school - 2/9

H. March:

1. Read Across America - 3/1
2. Literacy Night - 3/8
3. Wellness Event (Night) - 3/22
4. Women's Empowerment 4th-7th - 3/31

I. April:

1. International Night - 4/26

J. May

1. Haitian Flag Day - 5/18
2. STEAM - 5/25

K. June

1. Lincoln's Got Talent - 6/2
2. College & Career Day - 6/9
3. Spring Concert - 6/14