



SDMT Meeting Minutes

School or District	Ken-Ton School District- Franklin Elementary
Date	September 19, 2017
Time	4:00
Participants	<p>In attendance: Pat Kosis, Marco Galante, Heather Lyon, Tracy Wilson, Kristin Mascellino, Kathleen Flynn, Karen Wozniak, Melissa Perryman, Erin Marshall, Diane Meacham, Dianne Shadden, Jennifer Gerland, Rebecca Lambert</p> <p>Excused: Jill Mattea</p> <p>Absent: 0</p>
Approval of minutes From previous meeting	N/A
Review of responsibilities/tasks from previous meeting	Nothing
Agenda	<p>Ice Breaker</p> <p>School Engagement Plan</p> <p>Nominations for School Board Meeting</p> <p>School board powerpoint</p> <p>Meeting dates for the year</p> <p>Minute takers for the year</p> <p>District Representative.</p>
Decision Points	<p>*Members list passed around, agenda passed out. It was noted that Tracy Wilson will be a co-facilitator with Pat Kosis.</p> <p>*Ice Breaker"one thing to put on my bucket list"</p> <p>*School Engagement Plan- Template has changed. Discussion highlighting the contents of this plan. Improvements were shown in Literacy. Still need to make improvements in Math. Adding an additional Math teacher will help in reaching out to our students. Improvements still needed in attendance. School culture fell below our goal. Data will get cleaner and better.</p> <p>*Action Plan for 2017/2018 year-Old vs. new, goal setting, feedback loop. Discussed a grade level goal not a cohort goal. Heather Lyon discussed further why a grade level goal is beneficial. Keep the goal rigorous and high. We need to focus on the steps along the way. How are we doing with our actions? How are we doing on our progress towards the goals? What changes, if any do we need to make in our actions to achieve the goals?</p> <p>Heather Lyon discussed the formula used: 2016/17 formula: Baseline times .15 equals target. 2017/18: (100-baseline) times .15 equals target. It is always harder at the end to meet your goal than in the beginning. The above formula is used for all the academics, not used for attendance and PBIS.</p> <p>*The SEP document will be used at the grade level meeting religiously. This document will be at the forefront of the meetings. Action steps have changed....we will focus on 1 or 2 steps.</p>

	<p>* One important change for attendance is that parents will be provided a bar graph comparing their child's attendance to other children. These letters/bar graphs are being generated from Barb Battaglia's office and will be sent to parents/guardians of students that are chronically absent. Chronically absent means missing 10% of the school year. These guidelines are set by NY State.</p> <p>*PBIS changes- 3 majors per student will be brought to Tier2 our mentor program</p> <p>*Pat stated that we have a Shared Decision member represented at every grade level including special areas. Each member can discuss our SEP at the grade level meeting with their colleagues as goals need to be made and brought back to the SDMT.</p> <p>* At our next SDMT we will review the suggestions/ideas from each grade level/area. We would like 1 or 2 goals for the entire building. Pat is available to attend any grade level meeting to further explain the SEP. Please contact her.</p> <p>* Marco discussed the nominations for School Board Meeting: student-Michael Hunter; teacher-Larissa Gramza and support staff member, Barb LaCroix.</p> <p>*Marco showed the powerpoint that will be used at the board meeting. Powerpoint contains information on the NGSS. He stated that we will have students from our building sharing this information at the school board meeting in October. SDMT members reviewed.</p> <p>*Tracy Wilson concluded the meeting with choosing dates for our meetings for the school year and asking for members to volunteer to take minutes.</p> <p>*The following are the dates for the meetings for the school year:10/17, 11/29, 12/18, 1/24, 2/28, 3/26, 4/24, 5/22, 6/5</p> <p>*The following people have volunteered to take minutes: Sept.-Dianne Shadden, Oct.-Erin Marshall, Nov.-Diane Meacham, Dec.-Karen Wozniak, Jan.-Melissa Perryman, Feb-Kathleen Flynn, March-Becca Lambert, April-Kristan Mascellino, May-no meeting, June-Jennifer Gerland.</p> <p>Meeting concluded at 5:00</p>
Responsibilities/Tasks for next meeting	<p>*School Engagement Plan goals</p> <p>*Erin Marshall will take Minutes</p>
Next meeting date	October 17, 2017
Consensus Sign Off	All members of the SDMT in attendance at this meeting have reached consensus on decisions recorded in these minutes

Minutes will be submitted in pdf by the chairperson to the Office of Instruction within 10 days of approval.