



HOLMES ELEMENTARY SDMT Meeting Minutes - 2017-18

School or District	Holmes Elementary
Date	9/25/17
Participants	K- Paolucci, 1 -Kull, 2- Eaton, 3- Goupil, AIS- Cryan, Sped- Harter, ENL -Conway, Support - Pieczonka, Parent - Hayes, KTSEA - Fitzgerald, TOSA- Caruana, Spec. Areas-Conrad
Absent	Evans, Klipfel
Meeting Date:	9/25/17
Agenda & Decision Points	<ol style="list-style-type: none"> 1. Welcome & Introductions 2. Ice Breaker: Brain Spin Perspective 3. Norms - Agreed on the Following Norms <ol style="list-style-type: none"> a. Treat each other with respect. b. We will address conflict with dealing with the issue not the person. c. We will be present both physically and mentally. d. We will use our time wisely starting and ending on time. e. We will leave our titles at the door. f. We will distribute tasks equally. g. When members miss a meeting we will share the responsibility of bringing them up to date. 4. Role of our Team <ol style="list-style-type: none"> a. Reviewed District Manual for Shared Decision Making Teams. b. Decision Point: Invite a Community Rep. Maureen Paolucci will reach out to KenTon Closet Rep, Kristine P. will reach out to Praxair rep. 5. Team Leaders - Jobs <ol style="list-style-type: none"> a. Chair - Lisa Cross b. CoChair - Kim Conrad & Tracy Caruana c. SEP Team - 3 Members - Meet 4xs a year to review data on our SEP - Sandy Eaton, Suzie Cryan, Karen Harter d. Recording Minutes - Kristine Pieczonka e. Snack Coordinators - Paolucci and Conway f. Time Keeper - As Needed- Goupil - Christmas is Coming 6. Meetings - all moved to 8-9am October 12th, November 9th, December 6th, January 11th, February 8th, March 8th, May - 10th, June - End of Year Celebration - TBD

Next Meeting Date	10/12/17
Agenda Items	School Engagement Plan Share Retreat Work on Grade Level Engagement

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