



HOLMES ELEMENTARY SDMT Meeting Minutes - 2016-17

School or District	Holmes Elementary
Date	9/16/16
Participants	Pattie Green, Suzie Cryan, Lucinda Farrauto, Diana Trusello, Karen Harter, Leslie Evans, Lisa Cross, Rita Klipfel, Sandy Eaton, Diane Schaefer, Tom Fitzgerald
	Heather Lyon, Peg DeGlopper
Meeting Date:	9/16/16
Decision Points	<ol style="list-style-type: none"> 1. Grade level chairs will serve as liaisons to their team; Meeting minutes available for anyone to read in google docs; send paper copy home with Reese Parker for Pattie Green; 1. On 9/21/16 administrators will be meeting with transportation. The BOE approved seven new drivers. Goal is to get last bus out by 3:55 p.m. 2. The team will meet on a monthly basis. The December, February and June meeting were moved to the morning; 3. District Training SDMT: Lucinda will attend the October district training; Diane will attend the one in November; Discussion of a possible quarterly meeting of the team with the district; 4. Clarification of “Synergize Faculty Meetings” – 20-minute meetings where grade levels can do a quick “tip” of something that is working well followed by a fun activity. Lisa, Christine P. and Ari will model the first one. More information with be forthcoming at that time; 5. Team member roles are as follows: <ul style="list-style-type: none"> Chairperson - Cross Secretary - Evans Co-Chair - Schaefer Community Liaison - Praxair rep (tbd) KTSEA Liaison - tbd Parent Rep - Pattie Green Snack Coordinators - Diana Trusello/Lucinda Farrauto

Next Meeting Date	10/4/16
Decision Points	<ol style="list-style-type: none"> 1. The School Engagement Plan (SEP) was discussed – district initiative which replaces IIP; Categories to be included in our SEP are as follows: Achievement, Literacy, Numeracy, School Participation/Attendance; 2. PBIS - wait until end of October to look at Holmes baseline numbers in the above areas; December 1st will enter our percentages to see if we are meeting our goals; Draft of Holmes SEP prior to next meeting – Lisa Cross; 3. The Team created a list of the year’s initiatives; 4. The Team created a graphic organizer showing our biggest initiatives and a color code denoting our level of proficiency.
Next Meeting Date	12/15/16
Decision Points	<ol style="list-style-type: none"> 1. The Team will create a student engagement statement for Holmes to define the short and long term goals for the next three years; 2. The Team will create a list of activities and tasks that will help us reach our student engagement goals; 3. Reviewed SEP December Progress Percentages - Next Progress Review March 2017; math fluency is still a critical area that need attention; 4. Discussed impact of poverty on engagement and ways to overcome - Doug LeMov Book “Teach Like a Champion” referenced; 5. Scheduling feedback needed by grade level chairs March 2017; 6. Diane Schaefer led discussion of review of student engagement posters created at last week’s faculty meeting.
Next Meeting Date	1/17/17
Decision Points	<p>Dr. Lyon shared an article on Student Engagement and encouraged members to review an article on the topic.</p> <p>Agreed the following were priorities for school for next year:</p> <ol style="list-style-type: none"> 1. Technology Integrator for next year 2. Program Supervisor for curriculum work and admin duties 3. Science Teacher to teach NCSS standards 4. Full time psych/social worker 5. Instructional coach in school 6. Increase RTI/AIS Support 7. PE/Health Increase so health is offered by certified teacher

	Laundry Program is an option if run completely by outside parties
Next Meeting Date	2/2/17
	<ol style="list-style-type: none"> 1. Diane reviewed Student Engagement; Sandy Eaton made a child friendly version to share; we discussed strategies currently used; 2. Lucinda shared the use of free time/brain breaks in her classroom and how successful it is to let students play and learn freely; 3. Washer/dryer Program: Post-its with suggestions/ideas given to Diane to pass on to Jill O'Malley; 4. Spelling Bee: Sandy Eaton shared handouts designed for parents and teachers. Discussed time involved and took a vote - idea passed. Lucinda suggested doing the Bee during Field Day. 5. Diane shared her excitement about Arts TV - a great program original to our district. More details to come. She is working hard to see it to its completion.
Next Meeting Date	3/7/17

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