



## SDMT Meeting Minutes

<b>School or District</b>	Kenmore Tonawanda
<b>Date</b>	April 24, 2018
<b>Time</b>	4:00 PM
<b>Participants</b>	<b>In attendance:</b> Pat Kosis, Dianne Shadden, Tracy Wilson, Erin Marshall, Melissa Perryman, Rebecca Lambert, Kathleen Flynn, Kristan Mascellino, Andrea Massimi, Karen Wozniak, Jennifer Gerland, Diane Meacham, and Marco Galante
	<b>Excused:</b>
	<b>Absent:</b>
<b>Approval of minutes From previous meeting</b>	Approved
<b>Review of responsibilities/tasks from previous meeting</b>	Last meeting we created categories and began brainstorming questions for our student survey.
<b>Agenda</b>	<p>*Review of norms</p> <p>*Whip- "Something you wouldn't know about me"</p> <p>*Review of previous meeting - Mrs. Kosis reviewed the key points from the last SDMT meeting in regard to the Student Survey questions that we started creating and the grade levels that will be taking this survey.</p>

	<ul style="list-style-type: none"> <li>• Discussed that the time we have observed male students start to not be engaged is around the end of 2nd grade and into 3rd and 4th grade.</li> <li>• Overall we felt that K/1 students are still mostly engaged.</li> <li>• Determined that the target audience of our student survey would be 2nd-4th grade.</li> </ul> <p>*Spent time working in our small groups to add more questions to the survey to fit into the categories created at the last meeting.</p> <p>*Spent time working with our groups to narrow down the questions that we felt were most important to helping us determine student engagement.</p> <p>*As a team we went through all the created questions and took the time to discuss them and determine if the question would be a good fit for our survey. We found that we had many questions that would give us great information but not help us determine student engagement. We were able to really hone in on the specific questions that targeted a response from students to measure their engagement.</p>
<b>Decision Points</b>	<p>We need to continue discussing our survey and spend time fine tuning the questions.</p> <p>We determined that a survey that gave students space to respond to certain questions would give us helpful information.</p> <p>Survey questions will be compiled and sent out over the next month to the faculty so we can have a finalized survey before the end of the year</p>
<b>Responsibilities/Tasks for next meeting</b>	Finalize our students survey so it can be given to students before the end of the school year.
<b>Next meeting date</b>	June 5, 2018
<b>Consensus Sign Off</b>	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.