



SDMT Meeting Minutes

School or District	Ben Franklin Elementary School
Date	Monday, Jan 24, 2022
Time	4:00 pm
Participants	<p>In attendance: Kate Overton, Ashley Zak, Claire Bellia, Erin Marshall, Jennifer Tracey, Jodi Cook, Kelly Radley, Kia Evans, Larissa Gramza, Michael Muscarella, Dan Myers, Jill Mattea, Rebecca Lambert, Rebecca Kobielski, Diane Shadden</p> <p>Absent: ----</p>
Approval of minutes From previous meeting	Approved
Review of responsibilities/tasks from previous meeting	
Agenda	Review SIP Improvement Plan
Decision Points	<ul style="list-style-type: none"> ● SDMT could meet during summer ● SIP Improvement Plan <ul style="list-style-type: none"> ○ Chronic absenteeism (due to quarantine or COVID related illness) <ul style="list-style-type: none"> ■ Math is difficult area to catch-up ■ 4th Grade breakfast club- invite children falling behind ■ Continue to reach out to families & notify Kia/Kelly with any important information related to absence ○ Parent/Family Engagement <ul style="list-style-type: none"> ■ PTA sub-committee is creating a diversity month in February within the school ■ 2nd Grade invited families on field trips to have more adult to child ratios ○ ELA <ul style="list-style-type: none"> ■ looking to see with current benchmarking for percentage of students to be scoring on or above to increase

	<ul style="list-style-type: none"> ■ Continue to share findings with grade level team ○ Math <ul style="list-style-type: none"> ■ used data from fall 2021 and 2018-2019 school year to determine spring baseline of 25 point increase
Responsibilities/Tasks for next meeting	Run the absenteeism data- is there improvement from previous Go back to grade level and discuss what they are seeing in Math and ELA
Next meeting date	
Consensus Sign Off	4:35 pm

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