



## SDMT Meeting Agenda

School or District	Charles Lindbergh Elementary School - Library
Date	Friday, October 13, 2023
Time	8:00am
Participants	<b>In attendance:</b> Ann Maccagnano, Bree Knight, JoAnn Caligiuri, Bill Foote, Kelly Strong, Christy Englert, Lauren Diesinger, Meghan Lillis, Claire Bellia, Mindy Albanesi, Carol Mancuso, Rachel Roberts
	<b>Excused:</b> Mike Muscarella, Kari Fuitak, Laura Waggoner,
	<b>Absent:</b>
Approval of minutes From previous meeting	
Review of responsibilities/tasks from previous meeting	<b>Lindbergh SDMT Norms:</b> Be on time/End on time Stay on task Set attainable goals Set agenda for the following meeting Norm Checker
Agenda	<ol style="list-style-type: none"> <li>1. <b>Review Norms of Collaboration:</b></li> <li>2. <b>District Agenda Items:</b> District Representative - Kelly</li> <li>3. <b>Building Agenda Items:</b> <ul style="list-style-type: none"> <li>● Open House Questionnaire Review of Parents and Teacher Responses               <ul style="list-style-type: none"> <li>○ Determine next steps</li> </ul> </li> <li>● School Improvement Funds - Ideas</li> </ul> </li> </ol>

	Other agenda items (may be tabled to a future meeting if time does not allow)
<b>Decision Points</b>	Next year Open House will be with children again. Most families enjoyed this format.
<b>Minutes</b>	<p>Open House Review</p> <ul style="list-style-type: none"> <li>● Map <ul style="list-style-type: none"> <li>○ We will keep the map concepts for parents to use to go around the building.</li> <li>○ Stamps will not be used/needed.</li> <li>○ Maps will be labeled with teachers' names.</li> </ul> </li> <li>● Prize - Families can turn in their map to win extra PE or PJ day along with the stickers and bookmark.</li> <li>● Continue with Food Trucks.</li> <li>● We will use student ambassadors again. They did a great job!</li> <li>● Possible special area teachers stand outside your classroom so more parents can go in and explore.</li> <li>● Other: <ul style="list-style-type: none"> <li>○ Possible to schedule it the last week of September on a Thursday.</li> <li>○ Remind in the flier and Shout Out that Open House is not a time for conferences.</li> <li>○ Remind parents that conferences will be in . . .</li> </ul> </li> <li>● Curriculum <ul style="list-style-type: none"> <li>○ Teachers send out their curriculum to parents a week in advance so they can review it before coming to Open House. Include expectations in this.</li> <li>○ Have handout for parents to take home.</li> </ul> </li> </ul> <p>School Improvement Fund</p> <ul style="list-style-type: none"> <li>● Look into using these funds for a Sensory Space.</li> </ul>
<b>Responsibilities/Tasks for next meeting</b>	<p>Discuss at grade level the date of the Open House. (Beginning or end of September)</p> <p>Discuss use and location of a Sensory space.</p>
<b>Next meeting date</b>	November 17, 2023
<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.