**Orange Prep SMT Minutes**

Date: 11/16/15

3:00-5:00

**Members Present:**

* Aretha Malloy
* Malika Berry
* Ronald Jones
* Kristina Salvatoriello
* Tunisha Wise
* Tera Phipps
* Freddy Camarena
* Sharonda Tanner
* Vanessa Astore
* Stephanie Desanges
* Glenn Gamble
* Fatima Hubbard

**Start:**

* Ms. Malloy is requesting that we start on time.
* She recommends that we review the minutes 24-48 hours in advance of the next meeting.
* The agenda needs to be drafted no later than 24 hours in advance and emailed to everyone. It can be emailed and we can ask everyone if there’s anything to add to the list.

**Acceptance of Minutes:**

* Ms. Tanner moved to approve the minutes and Ms. Berry seconded it.

**Reports from the Subcommittee Meeting**

**Social Climate -**

* Social Climate - Mrs. Sacks securing donations for the baskets, will work with 9th graders to assemble for community service, Mr. Dorsey has a cap of 30 families, will speak with Cammerena/Pediote/Antoinne to identify families, have a system to keep ID’d families discreet, will use community room to distribute.

**PD and Curriculum**

* Sent out PD survey.
* 32 people took the survey.
* 61% report needs for questioning and discussion techniques
* 58% classroom management
* 55% strategies for teaching ELL and special needs students

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| **Action Items** | **Persons Responsible** | **Date Due** |
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**Culture and Climate**

* Tardiness to class is still a concern and teachers not being in the hallway to get students to class.
* Some adults aren’t as active as they need to be on cafeteria duty.
* Movement in hallways during transitions still needs to be improved.

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| **Action Items** | **Persons Responsible** | **Date Due** |
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**Attendance**

* They questioned why the Prep didn’t follow the protocol that the high school followed.
* They were concerned about who was taking information for the group. Ms. Gilliam volunteered to do it.
* Provided reports on student absences and their grades.
* #9 broke his wrist. That’s why he was absent for the week.
* This reports show the tardies to school.
* Ms. Malloy will follow up with Mr. Granger to see if Mr. Grenger can help us identify and run reports in Genesis about tardies to class similar to the High School.
* 2 or more days absent in a month qualifies you as chronically absent.
* Tardiness to class is a problem.
* The attendance subcommittee will establish rules for tardiness.
* There is still not enough teacher presence on the first floor.

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| **Action Items** | **Persons Responsible** | **Date Due** |
| Speak to Mr. Grenger about running reports about class tardies. | Ms. Malloy |  |

**Recognition**

* Our teacher winners received VIP(very important parking)
* Nominations are going out on Monday via the Google Form/Email.
* They’re due on Wednesday.
* Vote by paper during the meeting.
* Give them a sheet during the meeting.

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| **Action Items** | **Persons Responsible** | **Date Due** |
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**PTSO Committee**

* PTSO meeting had a successful beginning.
* Two members of the committee attended, Mrs. Malloy and several staff members.
* 11 parents attended. 20 people in total attended.
* Ms. Bahomda was going to see about the food bank for the food drive.
* Ms. Freeland from the food bank was looking to see how to invoice the school first. They’re looking to see how to approve us as an organization.

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| **Action Items** | **Persons Responsible** | **Date Due** |
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**Public Relations**

* They discussed ways to support the Teen Summit.
* Changed the chairperson because Mr. Camarena couldn’t be the chairperson.

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| **Action Items** | **Persons Responsible** | **Date Due** |
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**Subcommittee Meetings**

* Concerns:
  + Not reporting out.
  + Sign in sheets not included.
  + Minutes not being sent out.
* Solutions:
  + The team will meet between 2:45 - 3:30 and between 3:30 -4:00 subcommittees will report out.
  + Chairperson needs to bring a copy of the sign in sheet.
  + Post minutes in Google Classroom.
  + Chairperson and the minute taker needs to have access to the Google Classroom.

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| **Action Items** | **Persons Responsible** | **Date Due** |
| Provide hard copies to everyone | Ms. Tanner | For December SMT meeting |
| Will email details about how Ms. Phipps is posting everything in Google Classroom (minute templates, sign in, and focus assignment) | Mr. Jones/Ms. Phipps | For December SMT meeting |

**Uniform Policies:**

* Perhaps collect hoodies if we see them.
* SMT feels that teachers need to be held accountable and will be held accountable by Administration.
* Reiterate the policy.
* Try to give positive reinforcement.

**SIP**

* The plan was reviewed and shared.
* We have 4 SMART Goals. The SMT needs to address those goals during each meeting.
* We will review the progress of our SIP goals monthly.
* The Co-Principals met and decided to move the data team meeting to take place before the SMT meeting so that we could review it with data minutes and data points.
* We will review the SMART goals and create a progress report on our goals and interim goals at each meeting.

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| **Action Items** | **Persons Responsible** | **Date Due** |
| Print out the list and keep in your binder. | Everyone |  |

**Interventions:**

* School counselors created a target list of students.
* 167 students are on the list. They are at risk academically or socially.
* They will be divided amongst the leadership team for cases.
* The Academic Extended Day Program began.
* Saturday is focused on credit recovery. November 21st is the started.
* Mr. Gaines and Ms. Malloy are starting to meet with parents of students in need of intervention.
* Action Plans: If you send something or try to reach a parent and don’t get a response, then it’s not a contact.
* We must go to a second party to try to reach parents if they’re unavailable or you can’t reach them. All admin should receive a copy of action plans.
* Numbers are not being updated. Send to Ms. Gilliam if you have an updated number.
* We need to be creative and inventive about how we collect their accurate addresses and telephone numbers.
* There are no 9th grade referrals.
* Every document must be translated into French Creole and Spanish.

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| **Action Items** | **Persons Responsible** | **Date Due** |
| Review intervention plan during CPT | Administrators |  |
| Follow channels for translators | Ms. Tanner |  |

**Date for the next meeting is December 21st.** **Be prompt. We’ll start at 2:45.**