

IAT Meeting Wise Agenda Template

<p>Meeting Agenda:2 Date: 11/12 Start Time: 4:00 End Time: 5:25 Location: Cyber lounge</p>	<p>Norms:</p> <ol style="list-style-type: none"> 1. Take an inquiry stance 2. Assume positive intentions 3. Ground statements in evidence 4. Stick to protocol and ensure all voices are heard 5. Be here now 6. Start and end on time 	
<p>Topic:</p>	<p>Attendees: Facilitator: Smith Note taker: Dunne Timekeeper: Soprano Summarizer: Other:</p> <p>Alexander, Braiman, Carrion, Desiato, Dunbar, Dunne, Groff, Holmes, Jones, Rosenberg, Rotoli, Signorino, Smith, Soprano, Vargas-Perez</p>	
<p>Meeting Objectives:</p> <ul style="list-style-type: none"> • Celebrations • Topics from constituents • Clubs • PD Submissions • Parent Report • Miscellaneous 		
<p>To prepare for this meeting, please:</p> <ul style="list-style-type: none"> • Read this agenda ____ and reply to ____ with feedback by ____ • Other pre-work 		
<p>Schedule:</p>		
Time:	Minutes:	Activity:
4:00-4:02	2	Check-in and review norms
4:02-4:08	6	<p>Review next steps from our previous meeting</p> <ul style="list-style-type: none"> • Next P/T conference night times Carry over to February Agenda for March P/T conf night <ul style="list-style-type: none"> ○ 5-7PM suggested as providing good flexibility for teachers working credit academy ○ Other schools do "conference days" that run 12PM-6PM <ul style="list-style-type: none"> ■ That is structured/allowed by district. For this we are locked into district scheduled date ○ Ability to be more structured/targeted in March for PT conferences ○ 4-6PM suggested for people who have to go home ○ We are looking to select the time that is most supportive of parents- we believe 5-7 is most likely to accommodate our

		<p>parents.</p> <ul style="list-style-type: none"> ● Next agenda- What is our protocol for adding agenda items? <ul style="list-style-type: none"> ○ All items need to be submitted by close of business on Friday ○ Content area liaisons should be soliciting input prior to this ● Invite students to participate in SBPT <ul style="list-style-type: none"> ○ Joshwa Chartrand ○ Jayline Hernandez ● Committees- list from last year, Smith wants to align with groups responsible for demonstrable indicators <ul style="list-style-type: none"> ○ Parent ○ Attendance ○ Sunshine ○ PBIS ○ Social Media ○ Wellness ○ Advisory/Community Meetings ○ Restorative Practices <ul style="list-style-type: none"> ■ Send out survey for committee sign up ● Snacks- Dunne and Groff 				
4:08-4:10	2	<p>Review plus/deltas from our previous meeting</p> <table border="1" data-bbox="537 926 1552 1058"> <thead> <tr> <th data-bbox="537 926 1044 993">Plus</th> <th data-bbox="1044 926 1552 993">Delta</th> </tr> </thead> <tbody> <tr> <td data-bbox="537 993 1044 1058"> <ul style="list-style-type: none"> ● Efficient </td> <td data-bbox="1044 993 1552 1058"> <ul style="list-style-type: none"> ● No snacks :(</td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> ● Efficient 	<ul style="list-style-type: none"> ● No snacks :(
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4:10-4:13	3	<p>Objective 1: Celebrations</p> <ul style="list-style-type: none"> ● Volleyball sportsmanship award ● First NHS inductions ● Yarushka Carballo Youth Breakout award ● Dunne has a new kitten 				
4:13-4:40	27	<p>Objective 2: Topics from constituents</p> <ul style="list-style-type: none"> ● 1/2 Day logistics <ul style="list-style-type: none"> ○ activities for students while in school, pep rally, lunches <ul style="list-style-type: none"> ■ No more pep rally on half day. ■ Lunches: Run periods 1-4, Grades 9-12 to cafeteria, 7-8 in rooms with lunches delivered. ■ Possible incentives for half days <ul style="list-style-type: none"> ● Grade levels given go-ahead to implement incentives with students ● Grade levels can use their discretion with what they would like to do ○ PD topics for staff Departmental time with ISA <ul style="list-style-type: none"> ■ Entirety of half day schedule ■ What PD is being provided for specials? <ul style="list-style-type: none"> ● Boundy should be taking point on PE and health ● District might have offerings for 				

art/music/drama/etc

- **Grading**

- Can we have agreed-upon dates to have grades updated in the system for things like progress reports and individual academic conferences, like the ones that happen in BOLT?
 - Suggestion was for more than just 5 weeks because of conferences, possibly every 2 weeks
 - 5 week reports are supposed to be up-to-date
 - These should be sent home with students.
 - Investigate viability of summary 5-week report for each student to be mailed(?) home
 - Bi-weekly grade updates (electronically)
 - Perhaps send reminder emails before grade reviews in BOLT

○

- **Chromebooks at Home**

- **Grades 9-12**
- Who in our school is going to keep track of the: returned slips **main office**; distribution of equipment **CO**; recording damages/loss of equipment **Court**; etc.?
- Classroom Chrome Book Carts will be taken away! **Probably about a month after rollout of chromebooks** Then those students who: do not have a chrome book; lost or damaged a chrome book etc. will not have anything to work with. Teachers will have to have a set of printed lessons for everything? **Yes**
- How are all students going to get the "Permission Slip". **Handed out in classes or come to main office or see Ms. Court or Legzdin**
 - **As teachers, we should be encouraging students to turn in the form so they can develop the skills and habits of being responsible for their device**
- Where to returned slips go? **Main office**
- Can we get information on what other High Schools are already doing the One-to-One plan and how it is going? Can we halt the plan if it is not going well in other schools so they do not take the classroom sets away? **Yes we can get info, but it's a district initiative so it can't be halted.**
- **Rituals/Routines/Expectations with chromebooks**
 - **This is the classroom teacher's responsibility to implement and enforce expectations**
 - **Teachers may want to reteach/revise their entrance policies/chromebook use in light of new initiative**
 - **Grade level teams might want to collaborate on norms**

- **Fieldtrips/Special Events**

- Fieldtrips and/or Special Events (Pep Rallies etc.)- Teachers/staff need to have advance notification (minimum of five school days, preferably 2 weeks-same as nurse) of the potential students who are to attend a given fieldtrip or

special event. This is always a problem before the end of a marking period; before holidays; during various testing days; and at the end of the school year. Then teachers can plan accordingly.

- Fun field trips should require criteria for students to participate
- Dunbar will take point on clarifying fun vs fieldwork, criteria for attending, other staff input
- SBPT reps should re-clarify with staff what fieldtrip guidelines are.
- Possibly a coordinator person to collect info about fieldtrips
 - This is Kim Montana
- **Open teaching positions**
 - Which full-time and part-time teaching positions are still not filled yet? 7th grade science, Earth Science, 3 Spanish, Technology, 2 SPED, 2 literacy positions
 - What is being done to fill these positions? Human Resources
 - What dates can the staff expect each of those teaching position to be filled? Unknown
 - Our existing vacancies for core classes do NOT fall under the hiring freeze and they are looking to fill the positions
 - HR provides a list of candidates to principal to choose from
- **Support for subs**
 - What administrative support is being given to the full time substitutes who are presently filling the unfilled teaching positions? (Teaching staff are already giving support.) Same things that are available for teachers, if they need something specific they can ask the office and be directed to help.
 - Have ILT coaches offer support to LTS
- **Credit for Resource**
 - Can Resource Class be made to give credit for resource students? Resource teachers are already required to teach skills to the students. If we can give credit toward for BOLT class, we should be able to give credit for Resource Class. BOLT is not credit-bearing and the district will not give credit for Resource (per Latragna).
- **Test Accommodation Room**
 - What room can be designated as the "Test Modification Room" since room 365B is now being utilized for a Social Worker? We need a classroom that is available every period of the day where the co-teachers can schedule to use as needed. 365B will be available
- **Communication for Manifestation Meetings**
 - What is the communication process when a special education students have a long term hearing and a spec. ed. teacher/gen ed. teachers needs to attend the Manifestation Determination Meeting after the long term? We are being notified the morning of (two hours prior) to the meeting time. Teachers need to be invited through the

		<p>OutLook Calendar with more advance notice. We used to be notified at least two days in advance for the scheduled Long Term Hearings. Administrator for the student will notify both teachers ASAP</p> <ul style="list-style-type: none"> ● Tutoring <ul style="list-style-type: none"> ○ Are we going to be able to provide after school tutoring for 9th grade? Possibly for 9 and 10, working on it. <ul style="list-style-type: none"> ■ Looking at some grant-based funding for 7, 8, 9 ● ILT <ul style="list-style-type: none"> ○ Are we going to get an ILT member for science? We have 2 vacant science positions so we can't pull a teacher at this time and give release for coaching. ● Student access to printers <ul style="list-style-type: none"> ○ Can we get a printer or copier that students can access? No, it would need to be supervised and we don't have money. <ul style="list-style-type: none"> ■ There is a printer in the library
4:40-4:45	5	<p>Objective 3: Clubs</p> <ul style="list-style-type: none"> ● Bring all clubs (stipended or not) to SBPT for approval/awareness <ul style="list-style-type: none"> ○ Greenhouse- Is this one all set? ● Get \$\$ amounts available from Bob (Rick) <ul style="list-style-type: none"> ○ Linda has the ground rules ● Create shared document to collect club info (Kim) Done and in the "Club" folder in the shared drive. How do we want to get it to staff? Bulletin? <ul style="list-style-type: none"> ○ Linda will receive the club forms and organize them
4:45-4:55	10	<p>Objective 4: PD Submissions</p> <ul style="list-style-type: none"> ● Review submitted plans <ul style="list-style-type: none"> ○ PD purpose needs to support specific goals with respect to district goals or SIG. Research-based claims and outcomes are preferred. ○ Impact must be on student performance and it must be measurable with data points articulated ○ All PDs must be submitted for approval prior to initiation of PD
4:55-5:05	10	<p>Objective 5: Parent Report</p> <ul style="list-style-type: none"> ● Emailed to staff
5:05-5:15	10	<p>Objective 6: Miscellaneous</p> <ul style="list-style-type: none"> ● Support in electives- change in NYS description of some elective classes, how does this impact the district's protocol for placing SPED support in elective classrooms? Copy of paper to Rick (Signorino) <ul style="list-style-type: none"> ○ Rick to review ESSA regulation emailed to him today ● Extended Learning-status <ul style="list-style-type: none"> ○ ● OCR staffing <ul style="list-style-type: none"> ○ Students request consistent staff member for OCR ○ Rick to look into IT's staffing ○ It seems like rotation is meant to provide wide range of

		<p>subject support for students.</p> <ul style="list-style-type: none"> • Don't forget to sign the minutes in the main office so they can be shared with staff ASAP <ul style="list-style-type: none"> ○ Kim also put them on the staff site SBPT page 				
5:15-5:20	5	<p>Review Next Steps:</p> <ul style="list-style-type: none"> • Snacks- Dunbar ad Alexander • Next P/T conference night times Carry over to February Agenda for March P/T conf night • in addition....could we look into our 1/2days be utilized to call parents or co plan (possible March 6th)... • College Readiness Skills for high achieving students • Revisit feasibility of sending 5 week reports centrally 				
5:20-5:23	3	<p>Assess what worked well about this meeting and what we would have liked to change:</p> <table border="1"> <thead> <tr> <th>Plus</th> <th>Delta</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Virtual participation was fun! • Pizza • Constructive feedback • Started on time and ended early • Good participation </td> <td> <ul style="list-style-type: none"> • Too many side conversations • Split responsibilities </td> </tr> </tbody> </table>	Plus	Delta	<ul style="list-style-type: none"> • Virtual participation was fun! • Pizza • Constructive feedback • Started on time and ended early • Good participation 	<ul style="list-style-type: none"> • Too many side conversations • Split responsibilities
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SBPT Member	Agreement with minutes
Brianna Alexander (teacher)	
Nancy Braiman (teacher)	
Bethany Carrion (parent)	
Francine Desiato (teacher)	
Latoya Dunbar (teacher)	
Elizabeth Dunne (teacher)	
Donna Groff (admin)	
William Holmes (teacher)	
Kimberly Jones (teacher)	

Shelly Rosenberg (teacher)	
Anthony Rotoli (teacher)	
Stacey Signorino (teacher)	
Richard Smith (admin)	
Steven Soprano (admin)	
Marta Vargas-Perez (parent liaison)	