

Minutes of the SPMT meeting of 1-10-17

Present:

S. Franklin, SSST
W. Alwang, CCT, Math
D. Stannard, Resource
R. Sexton, Parent
W. Decter, Accreditation
Z. Parrish, Principal
Myah Darden, Student Representative, Sophomore Treasurer
E. Colon, Clifford Beers Clinician
M. Edmonds-Duff, Administration
S. Ciarcia, Administration
M. Edmonds-Duff, Administration
S. McCoy, Activities, Music
R. Murphy, English
B. Osborne, Capstone, SS
T. McTague, Co-chair, Science
Dr. Fay Brown, Comer School Development Program
A. Moriarty, Clinic
J. Webb, Administration
P. Schneider, Co-chair, Business
B. Huckabey-Smith, ELT

Norms:

- Start on time and end on time (2:30 pm -3:30 pm)
- Members should provide a substitute if they cannot attend
- Adhere to the principles of collaboration, consensus, and no fault problem solving

1. Minutes of previous meeting and actions were briefly reviewed.
2. Comer committees: NOTETAKERS, please send out minutes from the previous two Comer Committee meetings to Career All.
3. Future Honors Breakfasts will not be scheduled on Wednesdays so that they don't interfere with advisory schedule.
4. SSST-Dr. Franklin presented the draft of the Pre-Entry Checklist. This form/process will provide information about students who have been out of school for a variety of reasons so that they can move forward and re-enter school smoothly. The information is provided while also preserving a student's privacy. Administrators will review credits on transcript, gather work done at alternate sites (homebound), assess language proficiency if applicable (some students from Hillhouse/Cross may come from language sheltered classrooms.) A case

manager and/or point person (an individual with whom the student has a relationship) may be designated. Restorative circles or SSST referrals may be made as appropriate and teachers may meet with the student's administrator. The second page of the document provides for academic, behavioral, and medical (if necessary) planning for going forward.

Some further questions for the SSST to consider- what will trigger this re-entry process? How long does a student need to be out of school before this will be put in place? How soon will this re-entry information be shared with all parties? When and how do we use the form? Who initiates the process? What will our expectations be for students who miss a whole quarter of school? This can be a tool for creating a plan. Classroom teachers can contribute information: what behaviors led to current situation? What interventions do we use moving forward?

ACTION for SSST: Please e mail comments to Dr. Franklin. SSST will finalize the form/process and present at the next SPMT meeting.

5. ART presented a draft of a letter to go home with Q2 report cards explaining the cross-curricular skills rubric comments that will appear for the first time. This information will also be posted on our website and advisors will explain the comments to their students in advisory on 1/25/17.

Comments were made and Dr. Decter will revise the letter and send it out to SPMT members electronically. Members will have 24 hours to comment further. The letter will also be translated to Spanish.

6. Dr. Parrish reported on the current state of the SIP and on the RISE grant: Student success lab: the reading tutor is hired and currently going through HR. We still need a part time math tutor.

For the full time coordinator, we are going to reallocate funds back to RISE. RISE will hire the employee because there is no comparable position in the district.

RISE funds must be accounted for by January 27th. This is the deadline for PO's.

The PO for the purchase of teacher laptops is being processed.

We have 75 juniors signed up for the 8 week Saturday Kaplan SAT prep course which will begin on January 21st. There will be 3 classes of 25.

7. Dr. McCoy discussed a new club proposal: a chapter of GSA (Gay-Straight Alliance.) The objectives of this club would be to provide a safe space for the LGBT community, including educational resources and support, and to provide a bridge between the school and the LGBT community. To institute a new club an advisor must be identified and building permits submitted for meeting times and places. An activities form must be submitted. Mr. Osborne will assist Dr. McCoy in submitting the required forms. The SPMT members felt that this would be a worthwhile addition to our school.

8. Parent voice-Parents are now trying to establish a meeting time for the next PTSO meeting. Also there are some plans underway for Black History month activities in February for which we will need parental support. Also we need to inform parents of Amy Shock's information regarding the Dream Act for undocumented students. This information should be shared in the next PTSO newsletter/meeting.

9. Student voice-what is the perception of student stress levels before midterms and quarterlies? Mayah suggests it is about a 6 on a scale of 1-10 with ten being the highest. What does she wish she knew last year as a freshman before midterms? Explanation of how midterms count 10% of each grade, go to bed early, eat breakfast, talk to someone if you are stressed. Go to the nurse or clinic.

10. Actions:

- Revision of SSST Pre-Entry form, Franklin
- Activities form to be submitted for new GSA chapter electronically for 24-hour approval as usual. Osborne, McCoy, Cotto
- Revisions of ART letter to be submitted electronically and commented upon in 24 hour window, Decter
- Share academic data at next SPMT meeting, BLDT members

11. Comments from Dr. Brown:

Dr. Brown was impressed with the effectiveness of the SPMT. Rather than reading of reports there was discussion of substantive issues. She is impressed with how well the SSST works with the SPMT here at Career, especially in providing important data. Dr. Brown reminds us that the principal's report on how we are progressing on the SIP is crucial. However, Dr. Brown encourages us to look at aggregated academic data so that we can see gaps in performance for particular groups if they exist and address those gaps. This information should come from BLDT and should be presented often at SPMT.

Respectfully submitted,
W. Decter, M.D.
1/12/17