

## **BLT MEETING MINUTES**

**October 14, 2014**

Dodge City Middle School BLT met at 3:30 p.m. on Tuesday, September 9, 2014 in the DCMS conference area. Those in attendance were Michael King, Deb Keitel, Kathleen Beach, Timothy Jackson, Donna Johnston, Jean Kolsky, Sarah Schaeffer and Mallory Weidner.

### **RESPONSIBILITY OF BLT**

- Provides leadership for accomplishing school target goals.
- Insures that the building engages in a variety of evaluation tasks – those that help determine the goals, those that help inform progress and change and those that benchmark success (i.e. student achievement, school climate, etc.)

### **SEPTEMBER MINUTES**

- Minutes from the September 9, 2014 meeting were reviewed and approved as written.

### **BUILDING & AT RISK BUDGET**

- At Risk Instructional Budget
  - After the purchase of the Scholastic Magazines, all curricular areas and library received \$2,721.00 of At Risk money to spend.
  - Library is the only one to date that has made any purchases. ELA, Math, Science and Social Studies need to use the money for this year's students.
  - Members were reminded that the PLC leader must sign all requisitions.
- At Risk Equipment Budget - \$5,459.89
  - Members had a discussion on the equipment items needed. Mrs. Keitel will get quotes for the following items:
    - SMARTBoard for Lib A
    - Sound for the older model SMARTBoards
    - Document Camera
    - SMARTBoard Clickers
    - Stand for iPad (for filming)
  - Quotes will be presented and discussion of purchases at the November 11<sup>th</sup> meeting.

### **UPCOMING EVENTS AND IMPORTANT DATES**

- Thursday, October 16<sup>th</sup> – P. M. Pep Assembly
- Friday, October 17<sup>th</sup> – Teacher Workday
  - Held at Comanche Middle School 8:00-9:50 a.m.
  - Purpose to review data and curriculum units.
  - Pam Algrim will send out grouping information.
- Tuesday, October 21<sup>st</sup> – Dave Pelzer @ DC3 at 7:00 p.m.
  - Due to the explicit material of his presentation, BLT members were to advise teachers to encourage students to attend with their parents.
- Tuesday, October 28<sup>th</sup> – Title 1 Parent Night

## **FIRST QUARTER DATA REVIEW**

- SRI and SMI data was reviewed.
- Teachers established the ranges.
- Data will be used for growth scoring.
- Standards set for each curricular area.
- Elective teachers will be assisting in the standards set.
- Cross curricular teaching.
- Data will be posted online.

## **PROFESSIONAL PRACTICES & PROCEDURAL UPDATES**

- **Title I Placement**
  - Placement out of a Title I program will not occur until the December/Spring SMI/SRI assessments are reviewed.
  - Students are only eligible for only one Title I reading/math classes and not two.  
Example: Some students may be placed in a regular math class and receive math services through KMLA while some students receive Title I math class with no KMLA services. (Students Cannot Have Both)
- **Title I Placement Ranges**
  - Reading SRI (Spring 2014)
    - Grade 6 = 347
    - Grade 7 = 526
    - Grade 8 = 401
  - Math SMI (Fall 2014)
    - Grade 6 = 505
    - Grade 7 = 405
    - Grade 8 = 555
- **Title I All School SMART Goals in October 2014**
  - Math and Reading SMART Goals and Action Plan
- **Overview of SIT Process**
  - Intervention is the most important thing.
  - Come to SIT with questions or solutions.
  - Parents must be made aware of interventions
  - Log all contacts and conversations with parents.
- **Special Education Tier Support Services**
  - Special Education & Team Progress Reports (Mid-Term & 9 Weeks)

## **ADVISORY TEACHERS & STUDENT LED CONFERENCING**

- **October 20 A.M. Assembly Schedule** (See Assembly Schedule)
  - Question on locker clean-out?
    - Members will take locker cleanout discussion back to teams.
  - An A.M. Assembly schedule will be held on October 20<sup>th</sup> to help students prepare for student led conferencing and portfolio development.
- **Student iPad Procedures – Conferences**
  - Those students who need iPad set up will be directed to the library when parents arrive for conferences.
  - Tech will be available in library for assistance in set up of iPad.

- **First Quarter Grade Reports will be distributed on October 21<sup>st</sup>.**
  - Team Leaders will pickup first quarter grade reports in the afternoon from the records clerk in the office and distribute to them to advisory teachers.
- **Conference Attendance Form Distributed in Front Lobby**
  - Students will need to pick up their Conference Attendance form in the front lobby when entering the building.
  - To qualify for a non-uniform day on Monday, October 27th students will need to get an advisory and at least two additional teacher signatures.
  - Students having three teacher signatures will turn in their Conference Attendance form to the office for a non-uniform day bracelet. (See Conference Attendance Form)
- **Please Refer to 11:30 A.M. Early Dismissal Schedule for Thursday, October 23**
  - (See 11:30 A.M. Dismissal Schedule)
- **Parent reports will need to be returned to the office on Thursday, October 23<sup>rd</sup>.**
  - Advisory teachers return all conference no show report cards, SRI/SMI parent reports at 7:00 P.M. to the office for mailing. Remaining report cards will be mailed on Monday, October 27.

### **TEAM REPORTS**

- Olympian Team – Nothing to Report
- Spartan Team – Not Represented
- Odyssey Team – Nothing to Report
- Voyager Team – Nothing to report.
- All Stars – Nothing to report
- Defenders – Nothing to report.
- Explorers – Sarah Schaeffer asked teachers, paras and students to be reminded to bring photos for the Veteran's Day Celebration.

### **OTHER DISCUSSION ITEMS**

- Teachers are concerned with 8<sup>th</sup> graders traveling through 100 hallway to the north stairs and up to the 200 hallway. Due to congestion, if they are behaving appropriately, it is okay. Teachers may inquire as to why they are in the hallway.
- Student iPads that are being used inappropriately may be left in advisory classes and picked up for classes where they are needed. Teachers should not keep the iPads in their classrooms. There needs to be a focus made on teaching the students that the iPads are a learning tool. Members need to come to the next BLT meeting with ideas from their teams for getting students to use the iPad as a learning tool and managing distractive technology.

**There were no additional items for discussion and the meeting was adjourned. The next scheduled BLT meeting is November 11, 2014.**

**Respectfully submitted,  
Deborah Keitel**

