

## **BLT MEETING MINUTES**

**September 13, 2016**

Dodge City Middle School BLT met at 3:30 p.m. on Tuesday, August 13, 2016 in the DCMS library conference room. Those in attendance were Michael King, Pam Algrim, Deb Keitel, Carrie Boles, Kristin Herndon, Donna Johnston, Andrea Keck, Brandi Kerr, Sarah Schaeffer and Traci Small.

### **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.) Politics are not to be a part of school discussions. Comfort in expressing ideas and focused on student learning.
- Mr. King reviewed the responsibilities of a BLT member. He encouraged members to share the discussion items with their teams.

### **PARENT INVOLVEMENT**

#### **Parent Teacher Organization**

- Box Top Program will be sponsored by PTO with each advisory decorating a collection box.
- The advisory that collects the most box tops will receive and award.
- This will be a monthly project and there will be a monthly winner.
- BLT voted unanimously to participate in the Box Top Program.
- Members will report to their teams.

#### **Home Reading Program**

- Start date for the Home Reading program was September 12<sup>th</sup>.
- 274 parent and student participants
- Total Reading Minutes will be sent out to parents weekly with tips on how to support reading in the home.
- Data comparisons will be established after the winter Lexile results
- Online Reading Record is to be completed by students. The reading logs will be turned in every Monday to the ELA teacher. Reading logs will then go to Andrea Keck.
- Next Home Reading Program will begin on November 28<sup>th</sup>.

#### **Academic Conferences**

- Academic conferences are designed to build an ongoing partnership with parents and a way to communicate whether a student is meeting school expectations and academic standards.
- Teams will set the criteria for their mandatory conferences.
- Interpreters will be available for conferences.
- Teachers will review SMI, SRI and State Assessment Scores with parents at conferences.
- Members received a copy of the “Academic Conference Form”. Mr. King reviewed the protocol for scheduling conferences and mail out of forms.

### **PROFESSIONAL DEVELOPMENT**

- **Team Professional Development Proposed Timeline**
  - Orientation to SMART Notebook 16 (Tuesday, September 13<sup>th</sup>)
  - Understanding & Communicating SMI & SRI Assessments (Tuesday, September 20<sup>th</sup>)
- **Late Start Focus – October 5**
  - Academic Conferencing Information & Process
  - Understanding and Communicating State Assessments
  - Modeling and Academic Conference

### **MTSS TIER SUPPORT UPDATE**

- Need for Tier Placement Audit & Tier Descriptions
- Implementation 21st Century After School Program
  - Number of Students Enrolled - 20
  - Two Hour Program includes bussing
  - Enrollment forms in office
  - Building Coordinator Deb Nystrom
- Title I After School Program
  - iStation Math & Reading – No Cost
  - One Hour After School 4-Days a Week (Monday – Thursday)
  - Notification of Staffing Needs Opens September 20th
  - Offers Tutoring & iStation Instruction
  - Enrollment could happen during conferences.

### **EVENT ITEMS & BUDGET REVIEW**

- **Business Items**
  - BLT members suggested that there be a dodge ball tournament instead of volleyball.
  - PTO will sponsor a Dodge Ball Tournament (P.M. on October 28)
  - Five K Fun Run – Spring 2017
  - Constitution Day A.M. Assembly (September 15th)

### **BUDGET REVIEW**

- At Risk Instructional Budget - \$18,914.25
- Andrea Keck made a motion to give Library ½ of the amount and the rest divided between the curricular areas. It was seconded by Sarah Schaeffer.
  - Library Received - \$9,457.13
  - ELA, Math, Science & Social Studies - \$2,364.28
- At Risk Equipment Budget
  - SMARTBoard Upgrade in Room 502 - \$4,064.00
  - Ken-A-Vision Flexcam (2) - \$493.72
  - Equipment Budget Balance - \$5,154.88

### **TEAM REPORTS**

- Olympian Team – Nothing to report
- Spartan Team – Team wants to know when ear buds will be given to students. Deb Keitel reported that they have been ordered and should be here very soon.
- Voyager Team – Nothing to report
- Odyssey Team – Nothing to report
- All Star Team – Nothing to report
- Defender Team – Nothing to report
- Explorer Team – Nothing to report

There were no additional items for discussion and the meeting was adjourned. The next scheduled BLT meeting is October 11, 2015.

Respectfully submitted,  
Deborah Keitel

