

## Brent SY 2011/12 LSAT Meeting Minutes--#4

<b>Meeting</b>	Brent Local School Advisory Team	<b>Date</b>	November 30, 2011
<b>Facilitator</b>	LSAT Chair Pat Johnson	<b>Time</b>	Start 6:10 pm End 7:40 pm
<b>Location</b>	Brent Elementary Library	<b>Typed by</b>	Ruey Timberg
<b>Attendees</b>	Parent / Community Reps:		Teacher / Staff Reps:
	Pat Johnson Daniel Holt Ruey Timberg Robin Campbell-Bennett Ming-Yuen Meyer-Fong		Peter Young Sara Ewbank Karen Neal Denise Diggs

### Key Points Discussed

No.	Topic	Highlights
1.	Discipline Procedures during specials / role of Behavior Tech at Brent	<ul style="list-style-type: none"> <li>● P.Y. There is no “one size fits all” approach to discipline in specials</li> <li>● Brent school-wide uses Responsive Classroom approach in order to be proactive</li> <li>● Each teacher has their own response: some use 1-2-3 Magic, for example</li> <li>● Behavior Tech position: <ul style="list-style-type: none"> <li>○ An on-call support for teachers</li> <li>○ A one-on-one “coach” for students on how to be successful in the classroom</li> <li>○ A new position, still working to define exact duties/role</li> </ul> </li> </ul>
2.	Update on additional Kindergarten aides	<ul style="list-style-type: none"> <li>● Ms. Pressman will be available in late January to float between rooms in the mornings ( key instructional time ). Details to be determined</li> <li>● Parents are still meeting to discuss possibly hiring a second aide with private funding</li> </ul>

<p>3.</p>	<p>Middle School Information Sessions</p>	<ul style="list-style-type: none"> <li>● KIPP Charter School held a presentation at Brent on Nov.9th</li> <li>● Eliot-Hine MS Principal will present at Brent Monday, December 5th</li> <li>● Jefferson MS having an Open House on Tuesday, Dec. 6th. Will schedule another presentation at Brent</li> <li>● Peter Young has met with Two Rivers Charter School and they will schedule an information meeting in the next 3-4 weeks</li> <li>● Still working to schedule with Washington Latin</li> </ul>
<p>4.</p>	<p>Preparation for upcoming budget process</p>	<ul style="list-style-type: none"> <li>● Currently in a period of internal discussions, planning and thinking.</li> <li>● Will have multiple staffing structures as options in preparation for budget</li> <li>● In January will need to determine number of seats available for the lottery</li> <li>● R.C-B: Can LSAT members have copies of the final budgets from last 2-3 school years for informational purposes moving forward. YES!</li> </ul>

<p>5.</p>	<p>After School program updates</p>	<ul style="list-style-type: none"> <li>● K.N.:: <ul style="list-style-type: none"> <li>○ 180 students registered</li> <li>○ 150 students are served regularly every day</li> <li>○ 5 on waiting list ( waiting for staffing info )</li> <li>○ have taken 2 field trips, another scheduled for Dec. 19th</li> <li>○ Observers from OSSE and DCPS have come and were highly impressed by the program</li> <li>○ Santa Claus will be attending holiday sock-hop party</li> </ul> </li> <li>● D.D. checked with Chartwells on a vegetarian supper option. They don't have one, but can create a salad option if we request it</li> <li>● P.Y.: Will be forming a committee of 12-15 parent/staff members to pre-plan for next school year's after-school program <ul style="list-style-type: none"> <li>○ Will answer questions: "What will be best for our students? What do we want in an after school program?"</li> <li>○ Will research all available options for after school programs and compare to what we already have</li> <li>○ Will know by June 15th of this school year what NEXT year after school will look like</li> </ul> </li> </ul>
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	<p>School Safety Concerns</p>	<ul style="list-style-type: none"> <li>● In light of a recent incident of a child found unsupervised outside, following safety guidelines implemented: <ul style="list-style-type: none"> <li>○ from 8:45 to 3:15 both playground gates will be padlocked shut, opened for dismissal so parents can enter playground</li> <li>○ from 12:45-1:45 during Officer Howell's lunch break, FRONT doors will be locked and all visitors must buzz the front office</li> </ul> </li> <li>● Discussion of unique two-entrance access to Brent. Should we keep D-Street doors permanently locked with only access through North Carolina doors? to be continued....</li> <li>● R.C-B: How was staff informed of these new safety guidelines? <ul style="list-style-type: none"> <li>○ P.Y. There was a before-school staff meeting. Some support staff could not attend meeting because they were on duty. Have since been informed</li> </ul> </li> </ul>
<p>7.</p>	<p>Technology Accountability</p>	<ul style="list-style-type: none"> <li>● In light of some laptops that went missing at the end of last school year, what do we have in place to recover lost/stolen technology?</li> <li>● There are bar codes on all technology and a complete inventory is conducted 2x a year</li> <li>● Computers and laptops are now installed with tracking software so they can be traced</li> <li>● we must always strike a balance between securing technology and allowing easy access to teachers and students</li> </ul>
<p>8.</p>	<p>Report Cards</p>	<ul style="list-style-type: none"> <li>● There were glitches with STARS program, front office had to scramble to enter grades by hand</li> <li>● Resulted in a few omissions on report cards</li> <li>● Should be sorted out by next report card</li> </ul>

9.	New LSAT members	<ul style="list-style-type: none"> <li>● Election of two more parents to LSAT from Pre-K 3 and 4 classes did not happen last month</li> <li>● Pat Johnson is on the case with support from other LSAT members</li> <li>● Will contact parents in those classes on Monday, Dec. 5th and plans to hold elections the following Monday and Tuesday.</li> </ul>
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### Action Plan

No.	Action Item(s)	Owner	Target Date
1.	Election of two more parents to LSAT	Pat Johnson Ruey Timberg Robin Campbell-Bennett	December 20, 2011
2.	Copies of Brent School Budgets from previous school years for LSAT members	Peter Young Denise Diggs	January 5th, 2012
	<b>Next Meeting of Brent LSAT: Brent Elementary Thursday, January 5th 6pm</b>		