

MEETING SUMMARY

Meeting Title:	SWPBS Committee Meeting
Date:	9-9-15
Time:	Period 3
Location:	Parent Center

Attendees:	
<ul style="list-style-type: none"> • Boghosian, A. (Campus Aide) • Cadavona, J. (Magnet Coordinator) • Del Rio, P. (SPED Assistant) • Fanning, Alexis (Student) 	<ul style="list-style-type: none"> • Graham Dickinson, A. (Teacher) • Santos, G. (Parent Representative) • Scheel, L. (Counselor) • Simonian, N. (Assistant Principal)

Notes

- ♥ Guidelines for Affection policy and lesson plan were discussed.
 - The goal is to have Mt. Gleason students maintain an appropriate and respectful level of affection while on campus.
 - “Parent & Guardian Responsibilities” as well as “Student Tips” documents were provided to show the connectivity between the district expectations and student Guidelines for Affection Policy/Lesson Plan.

- ♥ The “Parent & Guardian Responsibilities” as well as “Student Tips” documents (see attached) will be posted on our web page.

- ♥ Rubric of Implementation components in SWPBS were reviewed.
 - Last year, we managed to achieve an overall 94% rating for the Rubric.
 - Key Feature areas where we still need to achieve a “4” are:
 - Acknowledge & Reinforce Appropriate Behavior
 - We need to find a way to quantify the percent of faculty / staff that use Mustang Dollars. This is necessary to decide if we are meeting the Key Feature “Acknowledge & Reinforce Appropriate Behavior” standard at a level to allow a designation of “4”. Mustang Dollars were placed in teachers’ boxes this week. More sheets need to be given out and every staff member needs to carry with themselves and use them to recognize appropriate behaviors.
 - Monitor & Correct Behavioral Errors. To accomplish this, the following need to happen:
 - All behavior referrals and the reactions (interventions, etc.) to the referrals need to be documented in MiSiS
 - Staff need hands on training for issuance of referrals (counseling / behavior) for student support in MiSiS
 - Hardware (computers) need to be updated and needs to be in a reasonable condition, in order to be able to do anything online, including MiSiS
 - Progressive Discipline including stepwise progression of attempted interventions and results must be entered in MiSiS by teachers as well as out of classroom personnel
 - Any parent/guardian contacts need to be entered in MiSiS

- ♥ Members wondered if Student Tips & Parent Responsibilities were discussed in PTSA meetings. It was brought up that the Parent Handbook also contains many of the key features with respect to parent/student responsibilities. However, signing off in having received the parent handbook and discussing the items within as a means of training are two different things.

- ♥ BIC time during period 1 should be used to bring up and discuss the student responsibilities.
 - Students can be asked to sign the documents: Guidelines to Affection and /or student responsibilities.

- ♥ Need new Title IX sheets for staff to post.

- ♥ Leadership class may be able to come up with “Goodie Tickets” designed & promoted (ideas, raffles, rewards) by students to be also distributed to students displaying appropriate behavior for encouragement.
- ♥ Staff members having been noticed reinforcing positive behaviors can also receive a shout out. Staff recognition should be done throughout the year.
- ♥ Other means of recognizing positive student behaviors:
 - Personal calls home by staff members
 - Blackboard Connect calls for a group of students doing the right thing
 - Post on web site the names of those who were the recipient of Mustang Dollars
 - Fund a marquee and use it for various occasions
- ♥ These Mustang policies need to be placed in all staff mailboxes:
 - Hallway Policy
 - Restroom Policy
 - Eating Area Policy
 - MPR Policy
 - Mustang Way Policy
- ♥ A Positive Behavior tab in our web site should be provided to include the appropriate documents
- ♥ We should look at providing an electronic survey mechanism (like the ones businesses use) to quickly see how responsive we are to our clients (students & parents).
- ♥ In compliance with Bul-6231.0 Discipline Foundation Policy, student support data was shared in order to make informed decisions about areas that need improvement (see attached excel document with many tabs). The following key findings were noted:
 - Causing, Attempting to Cause Injury, and Profanity were the top three frequent incidents
 - 65.3% of incidents were generated in the classroom and 19.8% were generated outside the classrooms
 - May, October, April and March were chronologically the highest four months for referrals
 - The times for highest referral volume in descending order were 1:00 p.m., 2:00 p.m., and 10:00 a.m.
 - Total suspension events improved from 15 in 2013-14, to 3 in 2014-15
 - Number of incidents by referring staff varied from 1 to 28
 - There were zero (0) referrals for 93% of students.
 - 84.3% of referrals had no response documented in MiSiS
- ♥ Meeting adjourned at 11:16 a.m.