

West Irondequoit Central School District



Meeting Topic/Type:	Dake Junior High – School-Based & Cabinet Meeting Agenda
Date:	Monday, September 8, 2025
Time:	3:15 - 4:15
Location:	Classroom /Speedline
Note Taker:	Dr. H.

Agenda:

Item	Notes
Warm Welcome & Opening Remarks - Brief check-in - Celebrations or shout-outs - Purpose and goals for today's meeting	

Cell Phone Training Sheet for the Building • Review expectations and procedures • Distribution and implementation plan • Staff feedback and questions	• The Admin Team will create an excel spreadsheet for tracking cell phone infractions. This will help the staff keep track of folks who are struggling and keep communication clear throughout the day. • There will be a spot in the monthly Family Newsletter for Cell phone resources and current logistics, High praises and positivity • We discussed IC and using the contact log for documenting any communication home. This will be modeled at the next faculty meeting in agreement with the team and will be part of the slide deck. Tim will share what we discussed in the weekly staff newsletter with logistics and steps.
Attendance Letters • Overview of current attendance data • Letter templates and communication strategy • Timeline for distribution • Support needed from staff	• Joyce will share with Sadie the attendance and tardy letters and it has been discussed that we will be sending these out monthly. We will work with our data team to determine the days missed and communicate that with the student's immediate team. This also can be captured in IST, and we can work closely in these meetings to determine days missed or tardy.
SEL Initiatives • Update on current SEL programming • New initiatives or adjustments • Staff roles and integration into classrooms • Resources and PD opportunities	• Joyce shared the SEL initiative template and what classrooms are doing for the 1st quarter and thematically what we are doing to reach students and their learning around this initiative. • In our monthly newsletter to parents and the weekly newsletter to staff there will be mentions of this initiative and resources to share.
Open House Logistics Review /Decide	• Open House will be an open Forum, and it will be 6:30 -8pm. This also will be in the newsletter for staff as a reminder and details on what was discussed. Parents will have time to come in walk their child's schedule. We will need the

	main office to print schedules for 7 th and 8 th grade so that parents have copies when they arrive. Tim also will have an IC table set up for anyone who needs help getting on the portal. Jane will work with him to navigate and set this up.
Closing - Final thoughts - Appreciation - Confirm next meeting date	One word on what you want to see this year and keep going. We are off to a great start. Folks shared many positives, but thematically it was around communication and consistency.
Next Meeting	October 6 th