

West Irondequoit Central School District



Meeting Topic/Type:	September SBPT/SDMT Meeting Minutes
Date:	October 2, 2025
Time:	2:45-3:30
Location:	Iroquois Middle School Library
Attendance:	N. Avallone, J. Gottfried, L. Cronin, D. Calderon, A. McGarry, M. Ventura, R. Britt, T. Ferro, M. Hendricks (Student Teacher), J. Seiffer, K. Sawh, E. Greco, J. Hillebrant, E. Mitchell

Meeting Targets:

We can review our charge as a team and develop/agree on team norms.

We can review and plan for implementation of our Word of the Week protocol.

We can make determinations re: IST/PST roles and responsibilities.

Agenda Items:

Immediate Needs, Concerns, & Celebrations

Welcome, Roles & Responsibilities, and Team Norms

- Team members reviewed the WICSD's SBPT/SDMT guidance document and worked up and agreed to the following team norms:
 - Be Transparent
 - Communicate with Honesty, Courage, & Compassion
 - Create a Space That's Inclusive and Safe
 - Agree To Support/Not Undermine Team Decisions

Word of the Week Protocol & Classroom Supports

- Team members discussed how to best roll out the Word of the Week initiative apart from just sharing the list and instruction protocols
- Several recommendations/suggestions were made, including...
 - Involve families by communicating the word of the week through Remind or classroom newsletters
 - Teach the words in morning circle and then come back to them throughout the school year
 - Share them on the announcements
 - Set up classroom word walls
 - Display the words in the hallway
 - Start a vocabulary journal and/or flashcard set for the words
 - Use the words to play charades, password, and other word games during morning meeting/humanities classes

IST/PST Discussion/Shared-Decision Making

- Team member E. Greco raised question re: how the student interviews conducted as part of the IST/PST process are best completed, when, and by whom.

- C. Zwahlen suggested that these are best completed by the teacher as part of the problem-solving process as it can help to establish rapport, ally-ship, and a more complete understanding of the obstacles students are encountering
- L Cronin observed that the guidance doc recommends that the referring teacher conduct the interview in order to gather insight into how the student perceives or experiences the observed behaviors or challenges
- Team members explained that conducting the interviews can be challenging—it can be difficult for teachers to conduct these during instructional time and that as a result the interviews feel unproductive
- R. Britt suggested that she is available to conduct such interviews—however, this would not always meet the guidance that the referring teacher conduct the interview
- There was also some discussion re: whether such an interview would be included in “planning time” and how it fits with contractual obligations
- Team reached consensus that the guidance should be for teachers to conduct these with the student on days when the teacher has a double special or to request support from the building sub so that teacher can interview student with enough time and in a quiet, semi-private space that will allow for the conversations to be meaningful and informative
- CZwahlen to share this decision with teachers at the October Faculty Mtg

Closing

- The team would like to revisit the Word of the Week work, share ideas, and gather feedback at next month’s meeting.

Welcome. Nurture. Inspire.