**Smothers Elementary LSAT Meeting**

**September 12, 2023 @ 5:00pm**

**In attendance:** Mekra Mack, Essence Reaves, Raquel Charles, Shareia Thomas, Kiana Williams, and Tracey Langley

**Notetaker:** Essence Reaves

Meeting was called to order at 5:02 pm

1. Agreed upon meeting norms.
2. Determine LSAT chair, Secretary, and community representative.

* Ms. Mack nominated Raquel Charles. Ms. Charles declined due to other commitments that would prevent her from fulfilling the duties. Ms. Mack then nominated herself and accepted the position of Chair. Ms. Mack asked a member to volunteer for the position of Secretary, Essence Reaves agreed to take on the position of secretary. We are still in need of a community representative.
* Ms. Mack asked Ms. Williams if there was someone from an outside organization at the school that could possibly fulfill the role of community representative. Ms. Williams replied that a possible candidate from Hillcrest Family Services could possibly be available and willing to step into the role as the community representative on LSAT. Ms. Williams noted that the potential rep is currently on part-time status with Smothers due to the workforce shortage at Hillcrest Family Services.

1. As the LSAT Chair Ms. Mack reviewed the responsibilities of both the Chair and Secretary.
2. Ms. Mack asked Ms. Langley, what could LSAT do to help build a relationship with the PTO. Ms. Langley replied by stating that she is unsure at the moment since her focus has been on how the school can raise money via the PTO. Ms. Langley reiterated how she believes it is important for the PTO to have a strong relationship with the teachers. Ms. Mack replied inquiring about the next PTO meeting. Ms. Langley stated that she is going to work with Ms. Williams to get something on the calendar looking ahead to Late September/Early October. Ms. Mack expressed interest in joining the PTO’s meeting to share information received with families. Ms. Williams responded to Ms. Langley confirming that Late September/ Early October would work, and she and Ms. Langley could connect offline to solidify a date for the PTO meeting.
3. Reflect on the vision/mission of the school.

* Smothers Mission: Our mission is to ensure that Smothers Elementary guarantees that students reach their full potential and become their best selves through rigorous and exciting learning experiences provided in a safe and nurturing environment.
* Smothers Vision: Smothers Elementary will be a beacon of hope for families East of the River. Our students will leave with a strong foundation that will enable them to have choices and opportunities in life.

1. Agreed on utilizing meeting norms from the previous year.
2. Brief review of Roberts Rules of Order for meeting procedures. The 4 most common rules of order were highlighted.
3. Ms. Mack emailed Roberts Rules of Order prior to the start of the meeting.

* Ms. Mack noted that the documents and links were internal, but assured Ms. Langley and Ms. Thomas that she would figure out how to copy the documents so that they would be able to access them.

1. LSAT guidelines have not been updated for this school year. Ms. Mack stated that LSAT would continue to operate under the previous year’s guidelines until new guidelines are released.
2. Ms. Mack emphasized that LSAT is here to advise the principal, but ultimately the principal has the final say.
3. Reviewed LSAT’s responsibilities

~In future meetings LSAT will review:

1. The school’s data
2. Comprehensive school plan
3. School Goals
4. School Culture
5. Family Engagement
6. Resources for the School
7. Consideration for Staffing
8. Open Meeting Act

* The LSAT meetings are open to the public.
* New information is available regarding the open meeting act and Ms. Mack agreed to investigate it. Ms. Mack shared some of the following changes she was aware of:

1. For a meeting to be closed the LSAT needs to provide justification before entering a closed meeting.
2. All meetings should be electronically recorded when feasible.

* Ms. Williams asked Ms. Mack how recent the information was being presented. Ms. Williams stated that it was her understanding that the rules for the open meeting act law had changed.
* Ms. Mack stated that this is information that DCPS has provided, and that this information is what was made available via SharePoint Drive.
* Ms. Williams stated that she believed that the criteria for the open meetings act has shifted since the publication that was presented.
* Ms. Mack agreed that she would follow up on what the criteria are for the open meeting act.
* Ms. Mack stated that she would reach out to the contact person for LSAT to ask them for the most recent up to date information for the open meetings act.

1. Reflect on Perspectives represented on LSAT and what voices may be missing.

* Current perspectives represented on LSAT are as follows.

1. ELL Teacher
2. Lower Elementary Teacher
3. Upper Elementary Teacher
4. English Language Arts Teacher
5. Families of students with Specials Needs
6. ECE Teacher

* Current Perspectives that are missing

1. Math
2. Families who home language is not English.
3. Specials/ Inner Core Teachers
4. Special Education teacher

* Additional members are encouraged to join both teachers and parents as roles are open and available. There are 3 vacancies for parents to join the LSAT.

1. Sharing meeting minutes

* Ms. Reaves will act as secretary for the LSAT team.
* Meeting minutes will be shared with the team in Draft form 3 days after the meeting.
* Team will make revisions as needed.
* Ms. Williams will post the meeting minutes to the school’s website.

1. School Enrollment Goals

* Smothers has exceeded enrollment projection.
* Exceeded projection by about 27 students.
* Currently going through the no-show protocol (Some students are enrolled/ registered but have not showed up)
* Pre-K3 exceeded by 2 students, pre-K4 exceeded by 5 students, Kindergarten exceeded by 5 students, 1st grade exceeded by 3 students, 2nd grade exceeded by 5 students, 3rd grade exceeded by 5 students, 4th grade met the projection, and 5th grade exceeded by 5 students.
* After no show protocol school should have an accurate count of enrollment

1. Changes/ Amendments to the budget

* Received additional funds sometime after May.
* Funds were used for Assistant Principal (Last time Smothers had a AP was in 2017) Enrollment
* An additional Admin Premium was set aside in the budget.
* Custodial funds increased due to the size of our modernized space.
* Funds were set aside for professional development.

1. Meetings will be held the 2nd Tuesday of the month from 5pm-6pm

* LSAT meeting dates may need to be changed due to a conflicting schedule with WTU meetings that would prevent some members from attending.

Meeting adjourned at 6:09.