



Deposit Elementary School Site Based Team Meeting Minutes

March 8, 2010

The committee met on Monday, March 8th, from 4:30 – 5:30. Those present were: Abby Stevens, Denise Smith, Denise Cook, and Cheryl Cooney

- The team discussed research regarding retention policies and practices. The team reviewed the information from other school districts and began to create a policy and procedures for Deposit Elementary School.
- The team agreed to the following:
 - Grade level teams will create benchmarks in the areas of math and reading for retention guidelines.
 - All efforts will be made to recommend retention at a primary grade level. However, retention may be considered at any grade level.
 - Retention of special education students shall be considered on a case by case basis consistent with the student's IEP or 504 plan.
 - Parents will be involved in the process from the beginning of the school year.
 - During the 1st ten weeks, the parent will be notified of concerns, and the teacher will bring the student to the Student Support Team to identify and try interventions.
 - During the 2nd ten weeks, the SST will review the progress of the student and either continue with or change interventions. At this point, the team will also review data based on interventions, grades and assessments. Parents will be informed of progress.
 - During the 3rd ten weeks, the team will review the criteria for retention. This may include a retention scale. Parent conferences will be held and a consent form will be signed.
- At the next meeting, the team will review a potential retention scale and continue developing the procedures that will occur for student retention.

The next meeting will be held on April 19th, 2010.