

**SCHOOL BASED PLANNING TEAM MINUTES 2013-14**

**Date:** September 18, 2013

**Recorder:** Michelle Calogero

**Attendance:**

Michelle Calogero  
 Barb Melder  
 Denise Rainey  
 Rose Vercolen

Felecia Drysdale  
 Al Greco  
 Alex Santiago  
 Jenna Silpe

Susan Reuter  
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**Item Summary: Handouts/Calendars**

All handouts were disseminated. These included meeting dates/recorder, Committee Report Calendar, Monthly Time Tables, List of SBP team members and SCEP.

**Decision(s):** Recorder will try to get meeting minutes back to Denise within a week.

**Action Items:** Handouts will be updated as soon as new members are elected.

**Item Summary: Principal's Update**

Staff updates: There were still questions about who would be taking instrumental music, break aide, and home and careers positions as the current teachers are out on medical leave. Bus drivers have been directed to drop students off and leave. At the current time students are being held outside except for those who go in for breakfast. No solution has been finalized for when the weather turns bad.

**Decision(s):** No solution has been finalized for when the weather turns bad.

**Action Items:** Will keep teachers updated as soon as a decision is made.

**Item Summary: Testing**

We began a discussion regarding testing. Many felt that a pretest would be beneficial, as many students lose skills over the summer. We looked at which assessments might work for each grade and whether or not DRAs should be administered.

**Decision(s):** No decisions were made at this time. It was decided that Denise and Felecia would talk with Danielle and Chris to see which assessments we should present to teachers.

**Action Items:** Denise and Felecia would talk with Danielle and Chris to see which assessments we should present to teachers. Michelle will meet with kindergarten teachers to their preferences.

**Item Summary: Open House**

A Town Meeting to discuss test scores will be held at 5:30. PTO will hold a Bake Sale and Basket Raffle; all proceeds will go to Lego League.

**Decision(s):** Teachers should have a sign-in sheet for parents as well as a form for Parent-Teacher Conferences.

**Action Item:**

**Date of next meeting:** October 16<sup>th</sup>, 2013

**Recorder/Refreshments next meeting:** Felecia Drysdale

**Agenda Items for next/future meeting(s):**

- Testing
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\*\*\* Staff and parents are welcome to submit written agenda items through their constituency reps, no later than one week prior to each meeting date. Reps must pass these submissions on to D. Rainey by that same deadline.