**School Based Planning Team**

**Meeting Minutes**

Monday, October 5, 2015 @2:15

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| **Time** | **Topic** | | **Lead** | **Discussion Notes/Action Item** |
| 5 min | **1** | * Kudos & Celebrations | All | We have 4 parents joining SBPT – welcome to Anna Rivera, Katrice Marshall, Ebonie Keith, and welcome back to Dianna Green who served on SBPT 2 years ago; many fieldtrips planned for primary students; appreciation to parents for supporting a successful Curriculum Night; parents sent letter to BOE to thank them for reinstating the block scheduling for middle school – less transition in hallway |
| 2 min | **2** | * Membership 2015-16 | Dee | 4 parents added; 2 teacher positions open – RTA will touch base with Union Reps to consider adding election to upcoming Rep elections for building RTA reps |
| 15 min | **3** | * Team Binder * SBPT Manual * SCEP * DTSDE – next visit Feb. 2016 | Dee | * SBPT Manual distributed to members; reviewed purpose of SBPT – all decisions related to the instructional program of the school. * School goals presented to team; copy of school’s SCEP plan provided; activities reviewed for each constituent: Tenant 1 – CO/District; Tenant 2- school leadership; Tenants 3&4 – teachers; Tenant 5 – support staff; Tenant 6 – parents/community * Last year’s state review document (DTSDE) was given to each member; members asked to review in preparation for next month’s meeting; next school visit is Feb. 9-11, 2015 |
| 5 min | **4** | * Team Meeting Calendar | Dee | Calendar shared; it was agreed to have SBPT meetings every 1st Monday of each month from 2:15-3:15 PM. We will rotate roles for facilitator; agenda will be developed as a part of the meeting; agenda shared with staff and reminder to members one week prior to meeting. |
| 10 min | **5** | * Team Meeting Roles – | Dee | Amanda Purver volunteer to do agenda for the year; Tammie Lezeska agreed to do refreshments for the year; facilitator will rotate by constituent. |
| 5 min | **6** | * Setting next meeting’s agenda | All | * School Data Review * School Goals/Activities * PD review/revision |
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| **Month** | **Facilitator &Time Keeper** | **Minutes/Scribe** | **Refreshments** |
| October | Admin Dee | Dee | Dee |
| Nov | ~~Parent~~  Teacher – NANCY | Amanda | Tammie |
| Dec | ~~Teacher~~ Parent | Amanda | Tammie |
| Jan | Admin | Amanda | Tammie |
| Feb | Parent | Amanda | Tammie |
| Mar | Teacher | Amanda | Tammie |
| Apr | Admin | Amanda | Tammie |
| May | Teacher | Amanda | Tammie |
| June | Teacher | Amanda | Tammie |

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| X=Present **ATTENDANCE** | | | | | |
| x | Julie Roselli | Admin | x | Michael Brundage | Teacher |
| x | David Dorsey | Admin | x | Robin Lavergne | Teacher |
| x | Deasure Matthew | Chair | x | Nancy Gossin | Teacher |
| x | Anna rivera | Parent | x | Tammie Lezeska | Teacher |
| x | Katrice Marshall | Parent | x | Amanda Purver | Teacher |
| x | Ebonie Keith | Parent |  |  |  |
| x | Dianna Green | Parent |  |  |  |