



Where mins reside:

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**Wilson Foundation Academy  
School Based - Planning Team meeting  
Date: 11/7/22**

**Team:** Neal, Barry, Scissum, Bumphis, Metras, Dorsey, & Little

**Facilitator:** Mrs. Scissim

**Notetaker:** Ms. Neal

Min	Lead	Agenda
5		Celebrations
25		Emergency Lesson Plans: High Quality Lesson Plans
10		Data Wise Training/PD: Saturday Oct 15th
10		Half-Day December 9th
5		ILT Meetings / 4DX Training Lighthouse Team Meeting
5		Status: Brigance Kits for K
		<b>Next Steps &amp; Wrap-Up</b>
	<b>Parking Lot</b>	



Min	Lead	Minutes
5		<p>Celebrations</p> <p>Notes</p> <ol style="list-style-type: none"><li>1. One hour of extra sleep from the time change.</li><li>2. Beautiful Weather</li><li>3. See kids getting to class more on time</li><li>4. PAWS store open!</li><li>5. Wonderful Middle School Conference (Ms. Scissum)</li></ol>
25		<p>Emergency Sub Plans: High Quality Lesson Plans:</p> <p>Notes:</p> <p>The following information should be in the lesson plans for Elementary and Middle School staff:</p> <ul style="list-style-type: none"><li>● Updated bussing Information</li><li>● Seating Chart</li><li>● Copies of materials for all students and to cover all periods (Elementary and Middle)</li><li>● Copies of Rosters and Parent Information for each class</li><li>● If classes have to be split: who should go where (no more than 4 - 5 students) Elementary K - 6</li><li>● Any personal information that a sub needs to know about a student (food allergies, etc. please highlight)</li></ul> <p>Important: Teachers please notify your Grade Level Admin of where your Emergency Sub Materials are stored in your classroom</p>
10		<p>Data Wise Training/PD: Saturday Oct 15th</p> <p>Notes:</p> <p>Ms. Little shared a few updates from the PD around our school committments. The team asked Ms. Little and Ms. Dearing to send us the</p>



		details of the Data Wise PD via email. There's a district-wide Data Wise PD forthcoming.
10		<ul style="list-style-type: none"> <li>● Our next half-day is December 12/9th:             <ul style="list-style-type: none"> <li>○ A survey will be shared with teachers/ staff to gain their input. The survey will include our receivership levers.</li> </ul> </li> </ul>
5		<p>ILT 4DX/Leader in Me Team is our Lighthouse Team.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>● 22-23SY The format of the work will be in the lens of train the trainers (e.g. turnkey to WFA Staff).</li> <li>● The team consists of the Instructional Coaches and the Administrators.</li> <li>● This team attends PD with our Leader In Me Coach.</li> </ul>
5		<p>Status: Brigance Kits for K</p> <p>Notes:</p> <p>Most of the scholars have completed the assessment, except scholars who are absent.</p>
		<p><b>Next Steps &amp; Wrap-Up</b></p> <ul style="list-style-type: none"> <li>● <b>Review Title 1 Instructional Items</b></li> <li>● <b>Discuss IB Professional Development / Training</b></li> <li>● <b>Finalize our ½ Day in December</b></li> <li>● <b>Gear Up for Black History Month: Instructional Framework</b></li> </ul>
	<b>Parking Lot</b>	

Attendance via Electronic Signature (X = present)

Rhonda Neal	x		David Dorsey	X
Tiffany Bumphis	X		Jessical Metras	x



Ms. Perez			Kaitlyn Johnson	
Sherrolletta Scissum	x		Sheena Little	x
Mariana Barry	X			