

**Meeting Wise Template Adapted for School #35**

Grade Level Team: \_\_\_\_\_

Location: \_Zoom: X

Date: 10/5/21

**\*\*\*REMEMBER TO MAKE A COPY FIRST\*\*\***

<b>Topic:</b> First SBPT Meeting of the Year		<b>Attendees:</b> Santana, Holberton, Torres, Tellex  <b>Facilitator:</b> Santana  <b>Notetaker:</b> Torres  <b>Timekeeper:</b> Holberton
<b>Meeting objectives:</b> <ul style="list-style-type: none"> <li>Review September's objectives</li> </ul>		
<b>To prepare for this meeting, please:</b> <ul style="list-style-type: none"> <li>N/A</li> </ul>		
<b>Schedule:</b>		
Time	Minutes	Activity
2:30		<b>Weekly Grade Level Meetings:</b>  All grade level teams are meeting Wednesdays during planning periods as well as another designated common time during the week.  <b>Grade level topics for this month:</b> <ul style="list-style-type: none"> <li>10/6: Focus on MTSS Process</li> <li>10/13: CFA administration</li> <li>10/20: Focus on RTI</li> </ul> All topics are driven by our SCEP plan.  <b>SBPT Team Meeting:</b> First Tuesday of each month

		<p><b>Parent SBPT Members:</b></p> <p>Mrs. Santana will work with Ms. Sanchez to find parent members for SBPT. Erin suggested the contact information forms that were sent out with survey information filled out by parents.</p> <p><b>Title One:</b> Discussion regarding funds. Parent Liaison to share with PTO members during the next meeting.</p> <p><b>MTSS:</b></p> <p>Janivette will create a survey to find out what time is ideal for our MTSS team to begin meeting; will share results with admin and team to start planning.</p> <p><b>For our next meeting: Assign constituents to team members</b></p>