==***REMEMBER TO MAKE A COPY FIRST****==

Topic: Monthly Meeting	**Attendees**: Erin Tellex, Jamie Stein, Vanessa McNamara, Tammie Lezeska, Mrs. Holberton, Mrs. Santana, Mrs. Sanchez **Facilitator:** Erin Tellex **Notetaker:** Vanessa McNamara **Timekeeper:** Jamie Stein

Meeting objectives:
Agenda:

- New Meeting Time Proposed: Wednesdays at 2:00 pm!
- How do we deliver the SCEP to staff?
- School Wide Assessment Plan
- Data Meeting Rollout Plan
- PD Plan

To prepare for this meeting, please:
-

Schedule -

Time	Minutes	Activity
8:15	New Meeting Time Proposed: Wednesdays at 2:00 pm!	The new meeting time for SBPT will be Wednesdays at 8:15am. The first Wednesday of the month.

8:20	How do we deliver the SCEP to staff?	- The SCEP should be delivered to the staff as a whole during Wednesday staff meeting. - At grade level meetings, SBPT and admin can ensure that parts of SCEP are being met. During ELA grade level, ensure that goals and plan from ELA portion of SCEP is being met and so forth. - Admin can push through at grade level meetings and make sure it is taking place- specific to grade levels. - We can come back and revisit to see what is working and what changes need to take place to ensure that we are following and making progress towards SCEP.
8:30	School Wide Assessment Plan	- District assessment plan is in google classroom. - District wanted NWEA, but as a school we need to decide what else we put in our School 35 assessment calendar. - We want one calendar assessment page for ELA/ MATH - Teachers are getting used to successmaker, but are finding that the data received is inconsistent. They are having a hard time to use it with fidelity. - When K-2 meets, they need to keep that in mind. - We should continue to plan for virtual assessments at this time.
8:45	Data Meeting Rollout Plan	- Admin and intervention need to meet with teachers for data meetings. - Admin will look at their calendars and create a sign up list for staff to sign up and choose their data meeting time.
8:55	PD Plan	- NYC is using Savaas math and it is available in bilingual. Mrs. Santana is going to a PD for it and will bring back information. - PD plan will be discussed at the next meeting.
AGENDA for next meeting: PD Plan		