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

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

*Location: \_\_Zoom\_\_\_\_\_\_*

*Date: May 24, 2022*

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

| **Topic:** * Title 1
 | **Attendees**: **Facilitator:** **Notetaker:** **Timekeeper:**  | **Terms** | **Constituents** |
| --- | --- | --- | --- |
| **Quinones**: 9/23 | 5, 6 & Mendez |
| **Tellex**: 9/22 | K, 1 & 2 |
| **McNamara**: 9/22 | Specials, Intervention & ENL |
| **Torres**: 9/23 | 3, 4 & Related services |
| **Sanchez** | Paras, TA & Primary Project |
| **Meeting objectives:** |
| **To prepare for this meeting, please:** |
| **Schedule -** |
| **Time** | **Minutes** | **Activity** |
|  |  | Title 1 (funds that the district provides so that we can provide things for parents/ communication) * Agendas for 3-6 students
* PD’s for parents
* Take home folders
* Open house and parent/ teacher orientation in the beginning of the school year
	+ To give parents all materials they may need and for teachers to meet with parents and build communication
* Once a month- parent meetings for PTO. last thursday of every month.
* Professional developments to help parents with any topics that would like knowledge on. There have been surveys and will continue to have more surveys to see what they want to know more about.
* We did buy a book for parents called “Yardsticks”. 25 books were ordered this year and 25 journals. We will have a PLC with parents. Parents can use the books, but need to bring back after they are done.
* Next year, another book will be chosen.
* K-2 will also be able to receive the bags for books to take home and back to school.
* Money for light refreshments.
	+ Come at 4pm and have a drink and something light to eat. This is for the meetings with parents (PLC & PTO).
	+ If parents can’t come to school without their kids, we can have a back up plan in order for them to be able to come.
	+ If teachers sign up for PTO committee, teachers can be a part of assisting with this next year.
	+ Sanchez motioned it. Tellex second it.
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|  |  | MTSS Liason meetings will be starting next week. -There is a survey that would be a great tool to look at for the data wise section.  |
|  |  | Next meeting: 6/7/22* Give feedback on the data meeting protocol
* Look at data wise and take notes about what comes to mind; MTSS
* Mini Workshops for Instructional Toolbox/MTSS site
* Talk to friends in other districts about what they do for data meetings/ grade levels. Try to get the data protocol they use
* Writing Plan/Execution
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