

2019-20
#35 School Based Planning Team Agenda and Minutes

8/13/19

Member	Attendance
Torres-Santana	Present
Holberton	Present
Joseph	Present
Kalbfus	Present
Rice	Present
Santiago	Present
Lezeska	Present
Stein	Absent
Quinones	Absent
Surita	Present
Gonzalez	Absent

Agenda	Time	Discussion Points	Action Taken/Person Responsible	Due Date
Norms		Refrain from use of cell phones (distractions) Begin and end on time Refrain from side conversations Be present Share actively	Refer to PD Norms posted in conference room	
Members		Welcome! Our objective is to achieve status of good standing!		

Meeting dates and times		<ul style="list-style-type: none"> ● 8:00-8:45 am ● Every other week ● 1st and 3rd week every month 		Next meetings 9/11, 9/25, 10/2, 10/16
Constituents		<p>Minutes always posted in shared drive and Google Classroom</p> <p>Report out to constituents in timely manner and be prepared to share</p>	<ul style="list-style-type: none"> ● K Rice ● 1 & Resource/CT Daniel ● 2 & Janivette Joseph ● 3 & Norma Tammie ● 4 Quinones ● 5 & Specials Kalbfus ● 6 Stein ● Speech & ESOL Gonzalez ● RAP/Bente Surita & Lebron 	
SCEP Plan		No formal approval as of yet due to change in Superintendent	Data wise data protocol adopted by RCSD and will provide a framework for analyzing student performance data	
Super's Day		<p>September 3, 9-12pm</p> <ul style="list-style-type: none"> ● Breakfast ● New staff welcome (15 mins) ● Staff Handbook (1 hour) ● Data/SCEP (30 mins) ● RTI (30 mins) ● PBIS/SWMM ● Time in classrooms <p>October 11 Evacuation drill - all staff Jason Willis</p>	<p>8:30-9:00 Breakfast</p> <p>9-9:15 Welcome/Intros</p> <p>9:15-10:15 Handbook</p> <p>10:15-10:45 PBIS & SWMM</p> <p>10:45-11:00 Break</p> <p>11:00-11:45 Data/SCEP</p> <p>11:45-12:15 RTI</p> <p>12:15-12:30 RTA</p> <p>12:15-3:45 Lunch & work in classrooms</p>	
PD Approval		For summer institute - need to go out asap	SBPT members approved	
Follow up				

PD Independent Learners				
Grade levels		<p>Recurring topics identified from SCEP (see below)</p> <p>2nd meeting/week - minutes to be turned</p> <ul style="list-style-type: none"> ● Learning walks ● Tech ● Data/student work ● RTI ● Instructional strategies (writing & math) 	Minutes for each grade level to be saved in shared google drive folders	