**The School-Based Planning Team Agenda and Minutes**

**August 22, 2018**

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| **Brenda Torres-Santana**  *(Tenet 2)* | x | *(Grades 3 & 4/Tenet 6)* |  | *(Special Ed & Related Services/Tenet 4)* |  | **Amy Joseph** | x |
| **Valerie Holberton**  *(Tenet 2)* | x | **Karen Bernard**  *(Grades K & 1/Tenet 3)* | x | **Marci Kolstad**  *(Grade 5/Tenet 5)* | x | **Arlene Surita**  *(Tenet 6)* | x |
| **Desiree Doran**  *(RAP&Bente/Tenet 5)* | x | *(Grade 6 & Specials/*  *Tenet 3)* |  | **Judith Quinones**  *(Grade 2 & ESOL/Tenet 4)* |  | ROSALYN RAMIREZ *(Parents/Tenet 6)* |  |
| TRACY WILSON  *(Parents/Tenet 6)* |  | BRENDA THOMPSON  *(Parents/Tenet 6)* |  | MIRIAM SABATER  *(Parents/Tenet 6)* |  |  |  |

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| **Agenda Item** | **Time** | **Discussion Points** | **Action Taken/Person Responsible** | **Due Date** |
| **Inquiries** |  | * Karen requested clarification on HM training. Once materials arrive, we will put a schedule out. Every classroom k-6 will have materials. * Application process for Afterschool program * Staff wants to know when they can come into the building. | SBPT  See Surita for clarification  Brenda will send an email clarifying as she just met with the project manager. |  |
| **Portfolios** |  | * Portfolios were approved and added to end of the year check out procedures for review. |  |  |
| **PD Approval** |  | * Summer Institute PD was reviewed and approved | Forms will be sent to TNL |  |
| **Membership** |  | * RTA Reps will spearhead an election for RTA, Building Committee and SBPT members. | Union Representatives |  |
| **GLM protocols** |  | * Data will be reviewed every 5 weeks therefore our efforts with improving achievements. * Karen & Amy shared the GLM pacing/focus.   \*Sept. 12 & 19-Lucy Calkins  \*Sept. 26 & Oct. 3-Learning Targets  \*Oct. 10 & 17-Asessment Measures  \*Oct. 24 & 31–Differentiated Centers  \*Nov. 7 & 14-Student Goal Setting   * SBPT recommended that Grade level teams have a standing agenda of RTI & student data during their additional day per week. | SBPT will speak to constituents. |  |
| **Agenda for Next Meeting** | 8:00 | Next Meeting Dates:   * September 12 & 26th at 8:00 am. |  |  |