**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 clarificationBrenda 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.
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| **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.
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