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

**DATE: 5/22/19**

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| **Brenda Torres-Santana**  *(Tenet 2)* | x | **Jamie Bickom**  *(Grades 3 & 4)/Tenet 3* | x | **Karen Bernard**  *(Special Ed & Related Services/Tenet 4)* | x | **Amy Joseph**  **Grade 2/Tenet 4)** | x |
| **Valerie Holberton**  *(Tenet 2)* | x | **Tricia Gonzalez/Jamie Stein**  *(Grades K & 1)* | x | **Marci Kolstad&Des Doran**  *(Grade 5/Tenet 5)* |  | **Arlene Surita**  *(Tenet 6)* |  |
| **Desiree Doran**  *(RAP&Bente/Tenet 5)* | x | **Eileen Kalbfus**  *(Grade 6 & Specials/*  *Tenet 3)* | x | **Judith Quinones***(Bilingual & ESOL/Tenet 4)* |  | Miss Becky *(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** |
| PD approval for next year- due into True North Logic | 8:20 | SCEP submitted- waiting to hear feedback, then a final hard copy will be provided and shared with staff.  Subcommittee- we need a scope and sequence of what we need to provide as PD for the building in addition to the Summer Institute.  Jamie S. suggested offering PD that allows teachers to plan for the first 30 days of Readers and Writer’s workshop- Amy and Jamie S. to help teachers plan as part of the PD. Share ideas- i.e.Plan to build stamina, use a timer, make differentiated centers, set rituals and routines. Have a google doc with information for teachers to access and use- provide teachers a variety of options for a solid first 30 days. Planning sessions need to be focused and narrowed down to what teachers are going to use. Ideas: Lucy Calkins Light, Daily 5, America’s Choice. Need to be explicit on the components we want teachers to implement in their classrooms. Scope and Sequence of the PD.  Example: First day- overview of each component and how they can be intertwined. Teachers have a September- October calendar to plan out first 30 or so days. Have a scope of what they are going to do. How to set up the classroom, where to get books, writing folder, etc.  Day 1: Overview- Expectations, Brainstorming Session  Subcommittee to get a Scope and Sequence together to outline the 14 hours of PD- Reader’s and Writer’s Workshop, Rituals and Routines  After the first 30 days offer PD to explicitly teach activities for each center (i.e. Words Their Way), MELD integration, lesson planning, learning logs. Have specific PDs for each component.  Are people using the online lesson planner purchased by the building? Need to survey staff to see who is using it. Possibly share components of successful lesson planning- what is best practice? | Subcommittee |  |
| **NEXT MEETING: Wednesday June 5, 2019**  **AGENDA: Scope and Sequence for 14 hours of PD** |  | Complete Scope and Sequence for the 14 hours of PD |  |  |
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