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

**September 19, 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)* | x | 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** |
| **Curriculum & Open House** |  | * September 27; 5-7 pm. Grade Level Teams to put a power point together and have the option of presenting as a team or individually.   \*sign in sheet  \*parent teacher conference sheet  \*volunteer form  \*student work  \*power point  \*emergency forms  \*how can parents can help at home  \*classroom expectations (academic, behavior, clothing, homework, etc.)   * Book Fair will be in progress * A representative for social emotional wellbeing will be in attendance. * PTO will have a table. * Boy Scouts, RCSD Transportation, Girls Scouts and Fidelis Care, Rochester Public Library will be set up in the main hallway. * SWAT team will have reading and math strategies for each grade level | Grade level teams  Mrs. Fillmore & Mrs. Rumfola  Mrs. Surita, Mrs. Doran  Tricia-K  Jason-1st  Amy-2nd grade  Karen-3rd  Natalie-4th  Eilenn-5th  Roz-6th |  |
| **Data Profile Sheet** |  | * Data Profile Sheets must be completed in Google Docs after each benchmark * Completion of this document will also be added to the checkout list at the end of the year. | Classroom Teachers  SWAT Team will support the above grade levels | 2 weeks after each benchmark |
| **Curriculum** |  | * Houghton Mifflin 3-6 materials came, some missing pieces in 6th grade * K-2 should continue to use the modules until materials come in. * Houghton Miflin should be used as a resource. Grade Level Teams should work collectively to ensure that * Jeff Mikols has confirmed that he will continue to provide pd for Zearn. * Jeff Good is available to work in the classrooms alongside with teachers. * Intervention teachers will be working with Lucy Calkins F & P | October 2nd  CRT should directly reach out to J. Good for support.  Mrs. Santana will send an email to clarify. |  |
| **PD Approval** |  | * Climate & Culture; 9/14/18-1 hour * Long Range Planning Grades 1,2,3 Math word problems in Spanish-20 hours: SBPT would like to collect it perhaps on Google Classroom for school year. * Better than Carrots or Sticks: Restorative Practices for Positive Classroom Management; Kolstad & Helen Bohme-Borelli will be facilitating | Approved  Approved |  |
| **Membership** |  | * Nominations for members end at the close of the day. * We were just notified that Tammie Lezeska has resigned her position; therefore, another position must be included in the ballot. | Union Representatives |  |
| **Writing Benchmarks** |  | * Writing Benchmarks are due to Mrs. Holberton, the red folder. After admin review, they should be returned to the student portfolio folders. | SBPT will speak to constituents. |  |
| **Agenda for Next Meeting** | 8:00 | Next Meeting Dates:   * October 3rd & 17th |  |  |