

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

11/13/19

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

Agenda	Time	Discussion Points	Action Taken/Person Responsible	Due Date
Meeting dates and times		<ul style="list-style-type: none"> K-2 Writing Rubrics <p>Amy presented various rubrics from Lucy Calkins Lite, Being a writer & Lucy Calkins</p> <p>SBPT subcommittee to review K-2 writing rubrics to be used: Santiago, Stein, Joseph, Rice, Lezeska</p> <p>Revisit the required portfolio pieces next meeting (December)</p>	Joseph	Next meetings: 12/4/19

		<ul style="list-style-type: none"> • Grade Level Meeting Survey <p>Teachers will begin leading meetings (likely 12/13)</p> <p>Grade level leaders plan and discuss agenda with admin on Friday mornings -agenda based on SCEP goals: beginning 12/6</p> <p>Grade level leaders will meet once a week w respective teams on Fridays (current schedule)</p> <p>Second Grade level meeting per week agenda determined by teachers</p> <p>K-1 Rice 2-3 Lezeska 4 - Pellegrino 5 - Tata 6 - Hilling K-3 Bilingual Mathews 4-6 Bilingual Ortiz</p>	Santana/Holberton	
		<p>Perfect attendance chart - Afi will begin running (weekly?) report</p> <p>BTS collecting bikes</p> <p>Raffle prizes for most improved students (to target ELL students) - monthly? SBPT members come with ideas for planning to next meeting.</p> <p>Tickets for days coming to school</p>		
		<p>Learning walks - SBPT approved last year- in the SCEP</p> <p>Bilingual - Ortiz, Santiago, Suman, Cordero, McNamara attending PD on conducting walkthroughs with BL dept</p> <p>BTS will ask Ortiz to facilitate with bilingual; planning time doesn't</p>		

		necessarily have to be used for walkthroughs Leadership, SBPT, BC roles - BTS will send out to team; no changes to these groups		
Next steps		SCEP Review at next meeting	All SBPT	