

Meeting Wise Template Adapted for School #35

Grade Level Team: SBPT

Location: Zoom

Date: 11-17-2020

*****REMEMBER TO MAKE A COPY FIRST*****

Topic: Monthly Meeting	Attendees: Erin Tellex, Judith Quinones, Jamie Stein, Vanessa McNamara, Tammie Lezeska, Mrs. Holberton, Mrs. Santana, Mrs. Sanchez Facilitator: Erin Tellex Notetaker: Vanessa McNamara Timekeeper: Jamie Stein	
Meeting objectives: Agenda: Assign constituents to SBPT members. Vertical Teams- need clarification for bands(bilingual and monolingual together) K-2 3-4 5-6 Focus for Vertical Teams SCEP alignment with Goal Tracking Sheet SBPT PD Plan		
To prepare for this meeting, please: <ul style="list-style-type: none"> • 		
Schedule -		
Time	Minutes	Activity
8:20	Assign constituents to SBPT members.	Stein: K-2 Lezeska: 3-4, Torres Quinones: 5-6, Mendez Tellex: Special subjects McNamara: SPED, Psych, Speech, OT, PT, ESOL Sanchez: Parent Liaison, RAP

8:30	<p>Vertical Teams- need clarification for bands(bilingual and monolingual together)</p> <p>K-2 3-4 5-6</p>	<ul style="list-style-type: none"> ● K-2 is meeting vertically every Wednesday (30 min) ● Once a month, bilingual team can meet on their own as a vertical team meeting. ● Every Wednesday, grade level AND vertical teams should be meeting. (30 min each)
8:35	Focus for Vertical Teams	<ul style="list-style-type: none"> ● 1st week of month ELA, 2nd week of month Math, 3rd week of month Tech, 4th week of month RTI ● Each week the focus should be on one of those 4 topics for grade level and vertical team meetings. ● Looking at curriculum and student work to ensure they are attaining the knowledge to be successful. ● We should have a template for teachers to use during vertical/grade level meetings to ensure they know what they need to focus on at that meeting. There are forms from previous years that can be modified.
8:40	SCEP alignment with Goal Tracking Sheet	<ul style="list-style-type: none"> ● Looking at SCEP and ensuring that we are making progress towards those goals. Looking at lessons to ensure progress. ● There is a template showing goals and evidence towards alignment of SCEP goals. Meeting once a month to work towards that template. ● Quinones will work on the ELL population, McNamara on the SPED population, Tellex, Stein and Lezeska will work on ELA/Math, Sanchez, Holberton and Santana will together.
8:45	SBPT PD Plan	<ul style="list-style-type: none"> ● Need more SAVAAS training ● Need to continue working towards restorative practice PDs. ● MOBY is a program that teachers can use, need to look at it ● Need to continue with Math PD's.

		<ul style="list-style-type: none">• Ms. Chona would like to do embedded formative assessments for a PD.• CFA's will continue this year• K-2 has the opportunity to do some math CFA's
<p>AGENDA for next meeting:</p> <p>Look at SCEP and the plan that is in place</p> <p>Share SCEP with staff. Each SBPT member can share a portion during breakout rooms.</p> <p>Review assessment calendar.</p> <p>CFA K-2 Math</p>		