

# School Based Planning Team Meeting

8/27/18

## Minutes

**Members Present: C. Roberts, M. Michel, J. Osborne, G. Harrison, L. Oliver, M. Martinez, E. Brown, P. Givens, M. McMIndes**

- I. Superintendent's Conference Day Agenda, September 4, 2018: There will be a live-streamed presentation (approximately 1.5 hours) from the superintendent.
  - The meeting will run from 9:30 until approximately 12:30 (including Superintendent's address).
  - Welcome back presentation (approximately 1 hour) 'State of the School Address' will include brief overviews of various topics.
  - Introductions
  - Emergency Crisis Plan: We need to watch a video (about 20 minutes) and then go over the plan.
  - Intervention
  - **Superintendent's Conference Day Agenda October 5, 2018:** This is a full day conference. Principal Roberts thought to organize small groups for the day.
  - Zearn
  - ELA – GRAIR
  - Step Up to Writing
  - Restorative Practices – Morning Meetings/ Peace Circles
  - Possible Long-Range Plans
  - Data - look at data, organize notebooks
- II. Professional Development approvals
  - The summer Professional Development sessions which were held on August 21<sup>st</sup>, 22<sup>nd</sup> and 23<sup>rd</sup> were approved.
  - A proposal was submitted and approved for monthly professional learning at the building level for a total of ten hours.
- III. Walk-Through and Learning Walk tools will focus on the areas below:
  - Lesson Planning (making sure you have them), Learning Targets, Questioning and Discussion Techniques, Differentiation, GRAIR, Step Up to Writing, Zearn, Intervention and Morning Meeting (Tier 1 Instruction).

- IV. Step Up to Writing – SBPT approved genre studies and utilizing data tracking sheets for grades K-6.
- V. Instructional expectations are in the staff handbook and were previously approved by SBPT.
- VI. GRAIR, Morning Meeting, DEAR
  - a. Add Morning Meetings and DEAR time to the instructional day and to the master schedule
  - b. Breakfast and Morning Meeting will take place from 9:00-9:30. Core instruction begins at 9:30. Ideally, Morning Meeting should happen at the beginning of the day. But, if it needs to happen at another time it can.
  - c. DEAR time will take place the last 10 minutes of lunch. Students will need to bring a book to lunch.
  - d. GRAIR should happen in the ELA block and be consistent for K-6.
- VII. Lesson Plan components are **suggested but not limited to:**
  - Learning Target(s); workshop model: mini lesson, work period, closing; GRAIR; Intervention; Student Groups (differentiated activities for each group) ; Zearn; small group instruction; assessments (rubrics used, checks for understanding, exit tickets)
- VIII. Intervention - SBPT approved the Google Data Sheet for teachers to use.
- IX. Data Analysis
  - a. SBPT Approved Data notebook components (binder/folder)
    - Examples: for all student data, DRAs CFAs, skills assessments, writing examples, exit tickets, math assessments, additional information related to student social emotional growth
  - b. SBPT Approved Looking at Student Work Protocols
- X. Standards-Based Bulletin Board
  - SBPT Approved components (title, student work, standard, commentary)