**Dr. Charles T. Lunsford School #19**

**Team Name: SBPT**

**Date:** **10/6/15**

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| **Members:** | |
| **Eva Thomas (ASAR) Present** | **Anita Jones (RAP) Absent** |
| **Margaret Brazwell (ASAR) Absent** | **Tiffany Temple (Parent) Absent** |
| **Michael Allen (ASAR) Present** | **Shameeke Grayson (Parent) Absent** |
| **Jamie Lillis (RTA) Present** | **Raashiyda Muhammad (Parent) Absent** |
| **Sarah Myers (RTA) Present** |  |
| **Rosalind LeBlanc (RTA) Present** |  |
| **Nancy Ranalletta (RTA) Absent** |  |
| **Alicia Bell (RAP) Present** |  |
| **Team Norms:**  **\*Begin and end meeting on time!**  **\*Stick to agenda!**  **\*Rotate roles and responsibilities**  **\*Execute responsibilities and prepare “next steps”!**  **\*No sidebar conversations!** |  |
| **Agenda items from last meeting:**   1. **Middle School Progress Reports** 2. **Restorative Justice Training** 3. **All Pro Dads/ Surveys** 4. **PBS Updates/Student Leaders** | |
| **Discussion/Decision Summary**  **Approval of Minutes:** 8/27/15, 9/29/15, & 10/6/15 minutes approved on 10/7/15  **R+:**  Ms. Bell and staff for Open House; Mrs. Myers for Book Fair; All staff for Open House support; parent volunteers for Book Fair; Staff that donated gifts for raffle; Pre-School team for glowing report from the state.  The team who supported William during his CSE meeting.  **Committee Reports:**  **ILT (Instructional Leadership Team):**  Team met 10/2. Reviewed final report from State. We will meet the 1st and Last Friday to support academic growth. Looking at revising RTI form to be more family friendly.  **PBS:**  **Safety Patrol:**  We have 10 potential members. We are looking for 2 more. Training will be after school ASAP  **PBS:**  After school detention and Saturday School detention will be implemented.  Caus Buzz: program that engages parents, students, and teachers. Everyone gets rewarded. We have a sponsor for the entire building. We will be setting up a Professional Development to introduce the program. www.causbuzz.com  **All Pro Dads/ Surveys:**  Looking to start program here. Will meet once a month for breakfast and then volunteer or participate in school activities. Suggested that we have a father/daughter dance. Reach out to Junior League of Rochester and Daughters of Hope to assist in this endeavor.  **Restorative Justice Training:**  PLC (Professional Learning Circles) Meeting once a month. Members being trained are Mrs. Thomas, Dr. Brazwell, Mr. Allen, Ms. Jones, Ms. McClary, Ms. Hood, Ms. Bell, Mr. Ruekberg and Ms. Mullally. Turn-Key training will be done at grade level meetings and whole building training  **Professional Development:**  **Professional Development Opportunity:**  Seneca Park Zoo: PD scheduled for February 24th. Includes free field trip to zoo.  **Other:**  **DTSDE Training:**  Mrs. Thomas, Mrs. Myers, Mrs. Lillis will attend 10/8 from 1-5  McKay training will occur on 10/7; It is Learning Walks and is not evaluative.  **Middle School Progress Reports:**  Progress reports will be mailed 10/8: Glitch with 6th grade, Ms. Sheppard, and Ms. Keefe. Hopefully the registrar will be able to have the internal issues cleared up. | |
| **Action Steps:**   1. **Student Data Walls/Teacher and Student data Notebooks** 2. **Parent Approval of minutes** 3. **SBPT Minutes distributed on website and to staff** | **Person Responsible:**   1. **Coaches and Administrators** 2. **Eva Thomas** 3. **Sarah Myers** |
| \_X\_\_**Tenet 2** Leaders ensure an articulated vision  \_X\\_\_ **Tenet 3** Leaders and staff support rigorous Instruction  \_X\_\_ **Tenet 4** Teachers use instructional practices organized around daily lesson plans  \_\_X\_ **Tenet 5** The School supports partnerships to develop social and emotional developmental health  \_X\_\_\_ **Tenet 6** The school atmosphere is welcoming and fosters a feeling of belonging and trust. It freely encourages families to engage with the school leading to increased student success | **Agenda items/steps for next meeting:**   1. **Prepare for State review 11/3 - 11/5** 2. **SBPT 11/3 meeting TBD** 3. **Review the SCEP Plan** 4. **Grade Level Team adopt goals of SCEP Plan** |
| **Dates of Next Meetings: 10/20 @ 4pm** | |
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