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

**Team Name: School Based Planning Team**

**Date:** 8/27/2015

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| **Members Present:**  **RTA:**  **Jamie Lillis**  **Sarah Myers**  **Nancy Ranalletta**  **RAP:**  **ASAR:**  **Eva Thomas**  **Dr. Margaret Brazwell**  **Michael Allen**  **BENTA:**  **Parents:** | **Members Absent:**  **RTA:**  **Rosalind LeBlanc**  **RAP:**  **ASAR:**  **BENTA:**  **Lashana Boose**  **Parents:** |
| **Team Norms:**  \*Begin and end meeting on time!  \*Stick to agenda!  \*Rotate roles and responsibilities  \*Execute responsibilities and prepare “next steps”!  \*No sidebar conversations! | **Roles:**  Facilitator: Eva Thomas  Focuser: Jamie Lillis  Recorder: |
| **Purpose of Meeting:**  Review the SCEP plan goals to create necessary materials and schedules for the school year. | **Meeting Topic(s):**  **New forms**  **Schedules**  **Committees**  **Instructional Priorities**  **Lesson Plans** |
| **Desired Outcome(s):**  **All forms and documents created**  **All schedules created.** | \_x\_\_**Tenet 2** Leaders ensure an articulated vision  \_x\_\_ **Tenet 3** Leaders and staff support rigorous Instruction  \_\_\_ **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 |
| **Discussion/Decision Summary:**  **R+: Maintenance is amazing!**  **Freedom school staff was good to work with.**  **Website crew.**  **Committees: Pass around committee sign up sheet preface with this deals with Domain 4. see attachments.**  **Discussed how we show growth as a result of committee work.**  **Instructional Priority: TEAL and CRISS for Middle school ELA.**  **Restate Answer Cite Explain for elementary school.**  **Reading Challenge: Race into Reading.**  **Lesson Plan Checklist: Who does this apply to? We are reviewing what elements are essential.**  **Walkthrough Schedule: Reviewed walkthrough schedule.**  **Formal Observation Schedule: Schedule observations in advance. Letter to be provided with dates when appointments made. SBPT Approved the letter.**  **Professional Development:**  **Dates need to be created. Vote of 15 to 9 for 8 am meetings 2 Wednesdays a month. See schedule.**  **Topics selected selected by end of year PD survey.**  **Staff more than 15 mins. late you will not receive pd credit.**  **Learning Walks: Training to be provided, participation is voluntary.**  **2 meetings per month on Wednesdays**  **Spirit Committee: at least 1 social event per month (see temp. schedule)**  **SBPT: Meet twice monthly on Tuesdays**  **Bulletin Board Policy: Student Activity Board outside the cafeteria.**  **Hallway boards should:**  **-Be refreshed every month**  **-Include the standards and learning targets in an I can statement**  **Clubs: Safety patrol throughout the building on each floor must complete an application, Peace club,**  **Student Government, Peer Mediation, Cafeteria Makeover (Edgewood), PBIS/Soar Station Rotation.**  **-Student and Staff Data Notebooks**  **-RACE: (Restate, Answer, Cite, Explain) Schoolwide Instructional Strategy** | |
| **Action Steps:**   1. **Create a committee sign up sheet with tenets & domains.** 2. **Make clear what the goals of each committee are and what data will prove this.** 3. **Color poster of RACE. Send out an e-mail to all teachers.** 4. **Update a lesson plan template.** 5. **Observation Appointment Letter** 6. **Complete LASW Checklist** 7. **Write up PD’s for Generations** 8. **Creating Schedules for meetings and Para’s** 9. **Prepare LASW and RACE PD** | **Person Responsible:**   1. **Sarah** 2. **Mr. Allen** 3. **Mrs. Thomas** 4. **Mr. Allen** 5. **Mr. Allen** 6. **Sarah** 7. **Jamie** 8. **Dr. Brazwell** 9. **Mrs. Thomas, Dr. Brazwell, Mr. Allen** |
| **Artifacts from this meeting:**  **Committee Flow chart**  **New minutes template**  **RACE poster**  **Observations Appointment letter.**  **Lesson Plan Checklist** | **Agenda items/steps for next meeting:**  **Finalize Grade level and student data notebooks**  **Finalize template and notebooks for each committee**  **Assessment Schedule**  **Review PBS & SOAR** |
| **Date of Next Meeting:** | |