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

**Team Name: School Based Planning Team**

**Date:** 8/27/2015

|  |  |
| --- | --- |
| **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 ThomasFocuser: Jamie LillisRecorder:  |
| **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:** |