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

**Team Name: SBPT**

**Date:** **9/17/15**

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| **Members Present: Eva Thomas (ASAR), Dr. Brazwell (ASAR), Michael Allen (ASAR), Jamie Lillis (RTA), Sarah Myers (RTA), Rosalind LeBlanc (RTA), Nancy Ranalletta (RTA), LaShana Boose (Bente), Ms. Jones (RAP), Shameeke Grayson (Parent)** | **Members Absent:** |
| **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: Dr. Brazwell**  **Focuser: Michael Allen**  **Recorder: Jamie Lillis** |
| **Purpose of Meeting:** **N/A** | **Meeting Topic(s):**  **R+, Committee Reports, Leadership Team, Professional Development, CEP plan** |
| **Desired Outcome(s): N/A** | \_\_X\_**Tenet 2** Leaders ensure an articulated vision  \_\_\_ **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:**  **Approval of Minutes: Minutes from 8/27**  **Reviewed School Vision and Mission Statements**  **R+: Ms. Grayson for joining SBPT, Custodial Staff, Mrs. Lillis’ for a successful School Picnic, Mrs. Meyers, Mr. Kalenda and Dr. Brazwell for plugging through NWEA. Mr. Allen for support with Grade Level Team Meeting Agenda and processes. Office staff for supporting our school. Men in Red for 1st day of school. All the 35+ fathers who attended Bring Your Father to School Day. Edgewood Free Methodist Church for all the support with Opening Day, breakfast, clothes closet etc…..**  **Committee Reports: Put a sign-up on door and take list to grade level meetings. Chair and Co-Chair for each committee.** | |
| **Action Steps:**   1. **PBS Team: Absolutely needs to be established ASAP. Ms. Jones will chair the committee. Set up a meeting for next week.** 2. **Select Student Leaders by September 30th for Student Council, Safety Patrol, Peer Mediators, Fire Drill Runners, and Student Leadership Council.** 3. **Instructional Leadership Team: At least one member from every grade level and Mrs. Roberts. Meeting 2x month.** 4. **Professional Development: Revising Calendar per chief recommendations. Mr. Kalenda will be providing additional training on Differentiated Instruction, STEM Activities, and Data.** 5. **CEP Plan: Write an addendum since we are no longer an ELT Team.** 6. **New Minutes Template will be emailed out to entire staff for all committees and grade level meetings.** 7. **Register needs to review students and rosters for use with Power Teacher** | **Person Responsible:**  **1) Ms. Jones**  **2) Mrs. Hancock: fire drills**  **Mr. Diaz: Student Council and Student Leadership**  **Ms. Hood: Peer Mediators**  **Need a chairperson for Safety Patrol. (Possibly Mr. Tisa)**  **3) Mrs. Thomas**  **4) Mrs. Thomas and Mrs. Lillis**  **5) SBPT will meet on Tuesday, 9/22 @ 4pm to work on this form. Team should come prepared with ideas.**  **6) Sarah Meyers**  **7) Mr. Allen** |
|  | **Agenda items/steps for next meeting:**  **Follow-up on Action Steps**  **RACES Instructional Strategy**  **Data Notebooks**  **6+ Writing Strategies**  **Superintendent’s Conference Day**  **Buddy Teachers**  **NWEA Results**  **Middle School mid-marking Progress Reports** |
| **Date of Next Meeting: 9/22 @ 4pm for CEP plan and 9/29 @ 4pm for General Meeting** | |
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