

**Planning Team Meeting**  
**Wednesday, September 19<sup>th</sup>, 2018**

3:20 – 5:00

Minutes

**7 Attributes of High Performing Schools:** Common Focus, High Expectations, Collaboration, Emphasis on Student Achievement, Personalized Learning Environment, Respect and Responsibility, Use of Technology as an Instructional Tool

**Facilitator:** T'Hani Pantoja

**Time Keeper:** Mike Franciosa

**Minutes:** Adrienne Steflik

**Meeting Attendance:**

**Principal's Corner:** 5 minutes

- Welcome new members
- Staffing Updates: Chad Collier –Home/School Attendance Support & Kristy Bormann Liberty Resource
- State Visit – October 1,2,3 *adding meeting for SBPT Monday, September 24<sup>th</sup>*

**General Agenda**

- Ground Rules, Norms, Process Review for Minutes, SBPT folder & Roles Rotation for SBPT

- Can't have a parent and an employee at the same time.
- Should have 6 RTA
- Administrative 2
- 3 active parents and 1 Alternative

**Ground Rules:**

- 3:20 PM is the starting times
- Usually meet only once a month
- Next meeting an email will be sent with meeting schedule
- Ms. Pantoja will establish the agenda
- Roles of Minutes, Time Keeper, and Facilitator will rotate
- 2 Snack people (rotate)
- Publish draft minutes, approve minutes and they will publish them on the website
- Set agenda, if there is an addition to the agenda Ms. Pantoja will be notified.
- The person who finalizes the minutes notifies Ms. Garcia to publish on the website.

**Norms:**

- No sidebar conversations. If needed, it is the responsibility of the unit to alert the team and exit the room and then return.
- Stay within the guidelines of the time or consensus is needed to add more time
- Have a format for the agenda and the minutes
- If we make a decision, we will notate in the minutes (bolded)

- Confidential forum
  - Notate in minutes Action Items: What to do? Say?
  - Constituencies will meet together to decide how to disseminate information (draft email)
  - Members and the greater constituencies feel that they are heard
  - Structure of School Review - Role of Teams (ILT, SEL, Attendance Team, MTSS/RTI)
- 5
- Review of The DTSDE Framework
    - Noticing: Practices in place that we have: Effective Instruction: Feedback,
    - Working on engagement strategies (active participation, goal)
    - Checking on Systems in place-checklist is to see what we have in place and where we need to improve.
    - Families are included in the hiring process in the school.
    - A lot more on Social Emotional: Mental Health regulations
    - Focus on attendance
  - Structure of the the state visit
    - More to recommendations, less evaluative
    - This is a pilot - training outside educational evaluators(OEE)
    - There will be 6 OEE
  - Discussion State Visit
    - Self-reflection
  - Professional Development 15
    - Sent a PD survey (Staff's area of expertise and needs)
  - Open House Times Discussion - Parent & Community 15
    - Open House: Fluid, visits, involves students
    - Curriculum Night: Expectations, for parent
    - Parents want to know expectations, will all teachers be there, how to communicate (Protocols for PBS, Expectations)
    - Teachers see parents come at the same time, never get to do presentations.
    - Parent shared that handouts (resources, expectations). Students want to show their work.
    - School has received positive feedback on the blended open house and curriculum night.
    - Importance of the night is to clarify what is happening and what to expect
    - Make Parent Handbooks available
    - Parents would like the website to be correct and updated - This will occur once the Librarian is trained. Teacher handouts can be uploaded to the website.

**DECISION: In lieu of the power point presentation, the same information will shared in a hand out. Terra has the template and the teacher constituency will send it out. T'Hani will**

**make a sign on how to access the Parent Handbook. We are calling it open house. It will be October 3rd from 5:30 - 7:00.**

Ms. Weeks will make the Open House flyer.  
Time will be 5:30 - 7:00

**Ice Cream Sales: Passes nutrition test. Parent want to keep ice cream sales.**  
**DECISION: PTA sponsored Ice Cream Sale will be sold on the last day of the week in the cafeteria. It will start the second week of October.**

**Next Meeting, Agenda and Calendar – ALL  
SBPT**

5 minutes

***Bridgett and Michelle will do snack***

***Facilitator: T'Hani***

***Minutes: Jenn***

***Time Keeper: Mike***

***Focus on Voluntary Teacher Meeting on State Review***