

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 12/15/15

<u>Members:</u>	
Jamie Lillis (RTA) Present	Eva Thomas (ASAR) Present
Sarah Myers (RTA) Present	Anita Jones (RAP) Absent
Rosalind LeBlanc (RTA) Absent	Alicia Bell (RAP) Absent
Nancy Ranalletta (RTA) Present	Charles Gates (BENTE) Present
Rebekka Cranmer (RTA) Present	Tiffany Temple (Parent) Present
Danielle Keefe (RTA) Present	
Jesse Brown (RTA) Absent	
Rob Faulkner (RTA) Absent	
<u>Team Norms:</u> *Begin and end meeting on time! *Stick to agenda! *Rotate roles and responsibilities *Execute responsibilities and prepare “next steps”! *No sidebar conversations!	<u>Facilitator: Eva Thomas</u> <u>Timekeeper: Danielle Keefe</u> <u>Notetaker: Jamie Lillis</u>
<u>Agenda:</u> 1) R+ 2) Minutes Approval 3) Administrative Report 4) Committee Reports a) Parent Engagement b) SOAR c) RTI d) Professional Development e) Technology f) ILT g) Bente h) RAP i) Parents 5) Review the SCEP Plan 6) Roundtable	
<u>Discussion/Decision Summary</u> 1. <u>R+:</u> Pep Rally Organizers, Santa’s Visit Helpers, Spa Day Coordinators, Walk to School Coordinators, Claudette Kings visit, WDKX, MAyor Lovely Warren 2. Minutes from 12/1/15 Approved 3. <u>Administrative Report</u> a. Parent Survey: Will be completed on 12/17/15 at Winter Concert	

- b. Each class should send home a book log, Compass Letter (include all passwords), and a package of work to be completed over the Holiday break. Any students that complete 2 out of 3 activities will be eligible for a student reward.
- c. SCEP Plan: We will need to complete a quarterly report in January on the SCEP and we will tweek it and use it again next year. Quarterly reports will be do January 29th, April 29th, and July 29th.
- d. State can come back at any time to review where we are at and to see if we are continuing to work on action steps. Administration will start the review process over break.
- e. Director of Pupil Services: Writing a grant called Violence Prevention Index: 4 elementary schools selected. Starts July 2016: Provides a full-time Social Worker to deal with students in crises. Also includes a part-time Pathways to Peace worker. The program will last 5 years.
- f. Staff Brunch will be December 22,2015. Provided by Administration.

4. Committee Reports

a. Parent Engagement:

1. All Pro Dads: Begin in January. Kyron Ashford and another will run it.

b. PBS:

- i. **SOAR Events: Staff/Student Basketball Game will be 12/22 at 2:00pm We need a list of who is attending created by Monday.**
- ii. **Help Zone: 11am-2pm Starts in January: Advocating for Mental Health support for students and parents.**

c. RTI: No Reports

d. Professional Development:

- i. **No Reports**

e. Technology Committee:

- i. **Rebekkah Cranmer and one other will work on maintaining website.**

f. ILT: Next meeting is in January.

g. BENTE: No Reports

h. RAP: No Report

5. SCEP Plan: Quarterly Report will be completed by January 29th.

6. Round Table: Title 1 money to be used to unpack the common core and collaborate.

Action Steps:

- 1) Sarah and Danielle will complete a letter that should be sent home with students before break.**

Person Responsible:

- 1) Sarah and Danielle**

- 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
- Tenet 5** The School supports partnerships to develop social and emotional developmental health
- 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) Quarterly Report**

Dates of Next Meetings: 1/5 @ 4pm