

Date: 2/7/17

<u>Members:</u>	
Jamie Lillis (RTA) Present	Margaret Brazwell (ASAR)
Sarah Myers (RTA) Present	Elizabeth Cross (ASAR) Absent
Cassandra Thesing (RTA) Present	Jason Branner (ASAR) Present
Carrie Jessup-Huynh (RTA) Present	Jennifer Owen (Parent) Present
Rebekka Cranmer (RTA) Present	Alicia Bell (RAP) Absent
Danielle Keefe (RTA) Present	
Jesse Brown (RTA) Present	
Josie Bradley (RTA) Present	
Carla Romero (RTA) Present	
<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: Sarah Myers</u> <u>Timekeeper: Carla Romero</u> <u>Notetaker: Rebekka Cranmer</u>
<u>Agenda:</u> <ul style="list-style-type: none"> ● Minutes Approval (5 minutes) ● Review current agenda (add/remove items) (3 minutes) ● R+ (2 minutes) ● Administrative Report (10 minutes) ● Committee Reports <ul style="list-style-type: none"> ○ Parent Engagement (5 minutes) ○ SOAR (5 minutes) ○ Parents (5 minutes) ● Plan next half day ● PD Approval and Create Schedule ● Review DTSDE report ● Mid-year Report ● Read Across America Week ● Reading Intervention Teacher proposal ● Roundtable (5 minutes) ● Set agenda 	
<u>Discussion/Decision Summary</u>	
<ol style="list-style-type: none"> 1. Minutes Approval (5 minutes) <ul style="list-style-type: none"> ○ Motion to approve the minutes Carla R. - 2nd by J. Bradley 2. R+ (2 minutes) 	

- Mrs. Thesing for helping set up schedules
- Chief Moore for providing another admin
- 3. Administrative Report (10 minutes)**
 - **Brazwell:**
 - Chief Moore has sent another administrator to help assist & is looking into providing another SSO
 - Staff meeting tomorrow 2/8/17
- 4. Committee Reports**
 - **Parent Engagement (5 minutes)**
 - Next event is the Black History Event - 2/16/17
 - Robo call and flyers need to go out
 - **SOAR (5 minutes)**
 - Board game event was on 2/3/17
 - Next meeting was on Friday 2/10/17
 - Mrs. Cross has more tickets - please see her
 - Continue to use up the old SOAR tickets
 - **Parents (5 minutes)**
 - **No report**
- 5. Half Day Planning**
 - NYS state testing training - 30min (all attend)
 - LA conference - 1 hour (all attend)
 - Data driven instruction - 1 hour (teachers)/ Keisha Hollomon, Lisa McClary, & Anita Jones to run a restorative justice (peace circle) training (all paras and other staff)
- 6. PD Approval and plan**
 - **ALL PDs are approved**
 - Restorative Justice
 - Data Walls
 - Project Wild (Growing up wild)
 - Project Learning Tree
 - Behavioral Strategies for Children
 - Guided Reading
 - SPED PD Series
 - Superintendent's conference day April 7th
 - Restorative Justice - Dr. Brazwell will follow up with K. Pryor
 - Stan Ekiyor will host more Social Emotional morning PDs
- 7. DTSDE review**
 - Final report needs to be provided to SBPT
- 8. Specials Schedule**
 - Bradley:
 - No transition times provided in the current new schedule
 - Safety concern down in the gym hallway
 - Proposing 35 minute class instead of 40 minutes to allow specials teachers the time to transition students
 - Brazwell:
 - The schedule can not be changed at this time - all specials teachers can verbally confirm with the classroom teachers about the 5 minute transition time
- 9. Mid-year SIG Report**
 - Grade 7 and 8 information on SIG report needs to be changed to reflect correct information: no additional ELA ramp-up in new schedule

- Grade 6 needs more information

10. Read Across America Week

- Events are being planned by Myers, Robertson, and Roberts

11. Reading Intervention Teacher proposal

- See Myers for proposal
- Myers and Cranmer will propose location and schedule

12. Roundtable (5 minutes)

- Brazwell: Hang in there!
- Owens: We are almost ½ way there!

13. Set agenda for next meeting 3/7/17:

- **Minutes Approval (5 minutes)**
- **R+ (2 minutes)**
- **Administrative Report (10 minutes)**
- **Committee Reports**
 - i. **Parent Engagement (5 minutes)**
 - ii. **SOAR (5 minutes)**
 - iii. **Parents (5 minutes)**
- **PD schedule**
- **Half day**
- **Testing**
- **Roundtable (5 minutes)**
- **Set agenda**

Action Steps:

Person Responsible:

- 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:

Facilitator: Sarah Myers
Timekeeper: Carla Romero

Dates of Next Meetings:

- 3/7/2017**
- 4/4/2017**
- 5/2/2017**
- 6/6/2017**