

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 1/17/17

<u>Members:</u>	
Jamie Lillis (RTA) Present	Margaret Brazwell (ASAR) Present
Sarah Myers (RTA) Present	Elizabeth Cross (ASAR) Present
Cassandra Thesing (RTA) Present	Jason Branner (ASAR) Present
Carrie Jessup-Huynh (RTA) Present	Jennifer Owen (Parent) ABSENT
Rebekka Cranmer (RTA) Present	Alicia Bell (RAP) ABSENT
Danielle Keefe (RTA) Present	Other: Jane Morse (Geneseo representative)
Jesse Brown (RTA) ABSENT	
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: Carla Romero</u> <u>Timekeeper: Jamie Lillis</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) ● Half Day overall ● PD ● Review State visit ● Mid-year Report ● Roundtable (5 minutes) ● Set agenda 	
<u>Discussion/Decision Summary</u>	
1. Minutes Approval (5 minutes) Motion to approve minutes by Jamie Lillis and seconded by Josie Bradley 2. R+ (2 minutes) <ul style="list-style-type: none"> ○ Lillis: SOAR committee is doing a great job with getting information out and the kids are excited about events ○ Brazwell: Recognize Thesing and middle school team for their effort in engaging the children 	

- **Brazwell:** Jane Morse for working on the school brochure & assisting with the expo

3. Administrative Report (10 minutes)

- **Brazwell:**
 - Expo was held earlier in the month
 - We need to brand our school to show the partnership with Geneseo
 - ILT is important part of the school and can be used in other ways
 - Master schedule
 - Sue Newton is currently working on it
 - It will impact the whole building
 - Will start on 1/30 - Brazwell will be in the building
 - Principal's meeting
 - District is being flexible with PDs being put into the system
- Cross:
 - NWEA has started
 - ELA is mostly done
 - Math will start this week
 - Classes have started to do their AIMsweb
 - Testing needs to be completed to be included in SIG report

4. Committee Reports

- **Parent Engagement (5 minutes)**
 - Bell created listing of parent events
 - Needs to be sent out to staff
- **SOAR (5 minutes)**
 - New tickets are coming out
 - Committee reviewed data
 - End of month event 2/3 - board games

- **Parents (5 minutes)**

5. Half Day overall

- **Myers:** PDs for paras (restorative justice) will that come?
 - **Brazwell:** Yes would like to add moving forward
- **Jessup:** Teachers would like more grade level specific skills
- **Lillis:** We need to have a focus on literacy
 - **Brazwell:** We are still waiting on a middle school Instructional Coach

6. PD

- February 10th will be another Really Great Reading PD
- Donor's Choose: All approved.
- Marti, Branner, and Cross will need to write up the past PDs they hold

7. Review State visit

- **Brazwell:**
 - There are number of things that need to be addressed
 - The final report from the state will be sent out to SBPT

8. Mid-year SIG Report

- **Brazwell:**
 - Sent to state on 1/30
- **Cross:**
 - Needs to be completed 1/27 for district
- **Myers:**
 - We need baseline numbers to be able to give input

9. Roundtable (5 minutes)

- **Lillis:** Please have the office staff use the intercom instead of the phone
- **Thesing:** Needs voicemail set up

10. Set agenda for next meeting 2/7/17:

- **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:**
- **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:

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