

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 12/6/16

<u>Members:</u>	
Jamie Lillis (RTA) Present	Margaret Brazwell (ASAR) Late
Sarah Myers (RTA) Present	Elizabeth Cross (ASAR) Present
Cassandra Thesing (RTA) Present	Jason Branner (ASAR) Present
Carrie Jessup-Huynh (RTA) ABSENT	Jennifer Owen (Parent) Present
Rebekka Cranmer (RTA) Present	Alicia Bell (RAP) ABSENT
Danielle Keefe (RTA) ABSENT	
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: Elizabeth Cross</u> <u>Timekeeper: Jennifer Owen</u> <u>Notetaker: Rebekka Cranmer</u>
<u>Agenda:</u> <ul style="list-style-type: none">● Minutes Approval (5 minutes)● Agenda Additions (2 minutes)● R+ (2 minutes)● Administrative Report (10 minutes)● Committee Reports<ul style="list-style-type: none">○ SOAR (5 minutes)○ Parent (5 minutes)○ ILT (5 minutes)● Prepare for State review● Half Day overall● PD calendar● Roundtable (5 minutes)● Set agenda	
<u>Discussion/Decision Summary</u>	
1. Minutes Approval: Motion made by Rebekka Cranmer for minute approval, seconded Sarah Myers	
2. Agenda Additions	
3. R+: <ul style="list-style-type: none">● SOAR committee for the SOAR event● Mr. Miller for stepping in as a “parent representative” in the student led conferences in the 5th grade	

- 3rd and 5th grade team for the student led conferences

4. Administrative Report

- Curriculum night for all subjects - date has not been set
- Awards ceremony 12/16
 - Middle school will need to come up with a solution for their ceremony - 2pm is available or it can be moved to Monday at 10am

5. Committee Reports

- **SOAR (Mrs. Cross):**
 - New SOAR tickets coming out in January
 - Golden tickets will begin
 - Friday meeting -
 - Will address criteria to attend events
 - Referral data
- **Parents (Ms. Owen):**
 - Parents are complaining that they are not informed about events in a timely manner
 - Myers: Best form of communication?
 - Owen: Ideas were discussed such as text, robo calls, emails, etc
 - Have a flyer go home to parents about best way to communicate with them - offer students 5 SOAR tickets for returning
 - Lillis: Create a calendar of events
 - Lillis & Bradley will work on the calendar
 - Calendar will be created in Google Drive for teachers to
- **ILT (Mrs. Cross)**
 - Standards checklist - are created and will be distributed at grade level meetings
 - ELA & Math - will become part of the student data folder

6. Prepare for State review (Dr. Brazwell)

- 3 days 12/13, 12/14, 12/15
- Margret Crowley, Glen VanderWater, and Kelly Sampson
- The state will be in room 311
- Focus groups will take place in room 301
 - Need to be very specific - be prepared with evidence
- Self reflection was sent in
- They will be in the building at 7am - 4pm
- They will observe teachers, support team and interview students
- Rooms need to be ready - data walls and objectives

7. Half Day overall

- Geneseo feedback was helpful from the teachers

8. PD Calendar

- Kevin Baldwin - will host RP training (6 classes)
- 1/10 half day
 - How to use your data results to come up with strategies
 - Paras/ TAs - restorative justice
 - DJ - tap into for descalte

8. Set agenda:

- **Minutes Approval (5 minutes)**
- **R+ (2 minutes)**
- **Administrative Report (10 minutes)**
- **Committee Reports**

- Parent Engagement (5 minutes)
- SOAR (5 minutes)
- Parents (5 minutes)
- Half Day overall
- PD schedule
- Review State visit
- Roundtable (5 minutes)
- Set agenda

9. Roundtable:

- Lillis: Intercom system needs to be utilized
 - Brazwell will follow up with office staff
- Owen: Hole in ceiling in Harding's room
 - Building committee is addressing
- Brazwell: Keep moving, try to be visible
- Owen: Willing to help staff in any way

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:

Carla - Facilitator
Jamie Lillis - Timekeeper

Dates of Next Meetings:

1/10/2017
2/7/2017
3/7/2017
4/4/2017
5/2/2017
6/6/2017