

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 11/8/16

<b><u>Members:</u></b>	
Jamie Lillis (RTA) Present	Margaret Brazwell (ASAR) Present
Sarah Myers (RTA) Absent	Elizabeth Cross (ASAR) Present
Cassandra Thesing (RTA) Present	Jason Branner (ASAR) Present
Carrie Jessup-Huynh (RTA) Present	Jennifer Owen (Parent) Present
Rebekka Cranmer (RTA) Present	Alicia Bell (RAP) Present
Danielle Keefe (RTA) Present	
Jesse Brown (RTA) Absent	
Josie Bradley (RTA) Present	
Carla Romero (RTA) Present	
<b><u>Team Norms:</u></b> *Begin and end meeting on time! *Stick to agenda! *Rotate roles and responsibilities *Execute responsibilities and prepare "next steps"! *No sidebar conversations!	<b><u>Facilitator: Carrie Jessup-Huynh</u></b> <b><u>Timekeeper: Cassandra Thesing</u></b> <b><u>Notetaker: Rebekka Cranmer</u></b>
<b><u>Agenda:</u></b> <ul style="list-style-type: none"><li>● Minutes Approval (5 minutes)</li><li>● R+ (2 minutes)</li><li>● Administrative Report (10 minutes)</li><li>● Committee Reports<ul style="list-style-type: none"><li>○ Parent Engagement (5 minutes)</li><li>○ SOAR (5 minutes)</li><li>○ Parents (5 minutes)</li></ul></li><li>● Testing</li><li>● SCEP Plan</li><li>● Half Day</li><li>● Roundtable (5 minutes)</li><li>● Set agenda</li></ul>	
<b><u>Discussion/Decision Summary</u></b> <b>1. Minutes Approval:</b> Motion made by Rebekka Cranmer for minute approval, seconded Josie Bradley  <b>2. R+:</b> <ul style="list-style-type: none"><li>○ <b>Brazwell:</b> Thesing &amp; Smith for their dedication to middle school</li><li>○ <b>Jessup-Huynh:</b> For Brazwell &amp; Cross for assisting with student</li></ul>	

- **Brazwell:** For SBPT taking time to train

### **3. Administrative Report:**

- Master schedule
- ½ day PD needs to be meaningful

### **4. Committee Reports**

- **Parent Engagement (Ms. Bell):**
  - 11/17 bring your dad to school day (All Pro dads & mighty moms)
    - Parents come in morning or afternoon
    - Brawell will meet with parents in the parent liason room
    - Encourage parents to read to the children - instruction should stay the same
  - Parent Engagement workshop - will be on Saturday
  - Monthly coffee hour - please encourage parents to attend (always on the first Friday)
    - Flyers will be distributed by Ms. Bell
  - December 16th - Family fun night
  - Community dinner will be held 11/18
    - Community partners
    - Coat Drive
    - Local churches will provide food
    - Churches looking for desserts to be donated
  - Send home flyers & robocalls need to go out
- **SOAR (Mrs. Cross):**
  - 10/28 - 185 children attended
    - Wegmans donated \$100 gift card (cider and donuts purchased)
  - SOAR team meeting on Thursday to plan for November
    - Keefe is working on new tickets
- **Parents (Ms. Owen):**
  - Attended coffee hour and met with parents to introduce herself
  - Had a chance to meet with community partners

### **5. Testing (Mrs. Cross)**

- 3rd & 5th have done AIMsweb
- 1st is interested in AIMsweb

### **6. SCEP (Dr. Brazwell)**

- State visit on 12/12 teachers need:
  - Data walls
  - Student Data Binders
  - Teacher Data Binders
  - Writing Pieces
- Walkthroughs will still occur

### **7. Half Day**

- IDEAS?
  - Thesing - Reach me before you teach me
  - Lillis - AIS/ RTI
  - Cranmer - Dr. Budd about the brain
  - Time needed in room to work data walls
- 20 minutes Holloman (Agencies available)
- 30 minutes Dr. Budd (RTI/AIS)
- 1 hour Cranmer (Data Binder/Data Wall)

**8. Agenda:**

- **Minutes Approval (5 minutes)**
- **R+ (2 minutes)**
- **Administrative Report (10 minutes)**
- **Committee Reports**
  - **Parent Engagement (5 minutes)**
  - **SOAR (5 minutes)**
  - **Parents (5 minutes)**
- **Prepare for State review**
- **Half Day overall**
- **Roundtable (5 minutes)**
- **Set agenda**

**9. Roundtable:**

- Owen: We need to set a PTO date
  - Brazwell: you can have it on 11/17
- Keefe: Can we set action items for calendar events coming up (robo calls & handouts)
- Lillis: Student led conferences for 3rd will be held on 15th & 17th

**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:**

**Dates of Next Meetings:** 12/6/16