

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 10/4/16

<u>Members:</u>	
Jamie Lillis (RTA) Present	Margaret Brazwell (ASAR) Present
Sarah Myers (RTA) Present	Jennifer Owen (Parent) Present
Cassandra Thesing (RTA) Present	
Carrie Jessup-Huynh (RTA) Present	
Rebekka Cranmer (RTA) Present	
Danielle Keefe (RTA) Present	Other: Beth Cross
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: Beth Cross</u> <u>Timekeeper: Josie Bradley</u> <u>Notetaker: Rebekka Cranmer</u>
<u>Agenda:</u> 1) Minutes Approval (5 minutes) 2) R+ (2 minutes) 3) Administrative Report (10 minutes) 4) Committee Reports a) Parent Engagement (5 minutes) b) SOAR (5 minutes) c) RTI (5 minutes) d) Professional Development (5 minutes) e) Technology (5 minutes) f) ILT (5 minutes) g) Bente (5 minutes) h) RAP (5 minutes) i) Parents (5 minutes) 5) Review the SCEP Plan (10 minutes) 6) Roundtable (5 minutes)	

Discussion/Decision Summary

- 1) **R+:** Thesing's class during the fire drill. Jessup-Huynh: buddy teachers taking on students. Lillis the 3rd grade team for getting to flow.
 - a) **Minutes Approval:** Motion made by Josie Bradley for minute approval, Jamie Lillis seconded
- 2) **Administrative Report:**
 - a) NWEA make-ups
 - b) Superintendent's Conference day
 - i) Agenda to be set
 - (1) Dismissal procedures
 - (2) Code of conduct
 - c) Brazwell: Boost and Blitz reading program trying to get off ground
 - d) Parent Involvement Plan - notes shared with Cross (will bring it back to Brazwell)
- 3) **Committee Reports**
 - a) **Parent Engagement:**
 - i) Picnic went well - but needs to be a week later than this year
 - (1) Donations were good
 - (2) Look into something more than storyteller - funding for bounce house?
 - ii) Open House 5-7 on Thursday
 - (1) Each parent will get a raffle ticket for visiting the rooms
 - (a) Varies gift cards
 - (b) Parents need to be in the cafe at 6:15 for raffles, cookies, and punch
 - (2) Myers: Need parents to come to library for book fair
 - (a) Owen: Hand out flyer for parents to remind the to come to the library
 - b) **SOAR:**
 - i) Cross: Monthly celebration for monthly events
 - ii) Cross: Assembly will be on Thursday with a mini dance party after
 - (1) K-2: Happy Dance, Whip-it & Gummy Bears
 - (2) 3-6: De-lo shuffle, Thriller, & Cha-Cha Slide
 - iii) Possible Ideas
 - (1) Winter Carnival
 - (2) Color Run
 - (3) Snow Activities
 - iv) Teacher Incentives
 - v) Class incentives ?
 - vi) Cross: Office vs Classroom behavior matrix
 - (1) Compared to Code of Conduct
 - (a) Bullying needs to be moved office behavior
 - (i) Changed to "teasing/ name calling"
 - vii) Will have only 1 ticket for SOAR, instead of the various colored one
 - c) **RTI:**
 - i) Bradley: As far as she knows they have not held any meetings
 - d) **Professional Development:**
 - i) Lillis: District does not have a system up and running
 - e) **Technology:**
 - i) 3rd will have a cart, 4th/ 6th, and 7th (once it has been repaired)
 - ii) iPads will not be distributed to teachers until they have been trained (PreK-2) - they will not be distributed till late winter
 - f) **ILT:** No Report
 - g) **Bente:** No Report
 - h) **RAP:** No Report
 - i) **Parents:** Owen: Information coming from the school too slow - parents need better notice.

5) Review the SCEP Plan:

- 1) Tenet 1 - District
- 2) Tenet 2 - Admin
- 3) Tenet 3 & 4 - ILT
- 4) Tenet 5 - SOAR
- 5) Tenet 6 - Parent Engagement

6) Roundtable:

- 1) Jessup-Huynh: Headphones needed for computer lab (Cross: Brazwell has the secretary investigating)
- 2) Keefe: We need representatives for all RTA
 - a) Myers: FACS, Counselors, Technology
 - b) Jessup-Huynh: K/1
 - c) Lillis: 2 & 3
 - d) Romero: 4 & 5
 - e) Cranmer: PreK & SLT
 - f) Brown: 6th and consultant teachers
 - g) Keefe: PE & Reading Teachers
 - h) Bradley: Music, Social Worker & Health
 - i) Thesing: Middle School

Action Steps:

- 1) RTI - when will next meeting occur
- 2) Parent Involvement Plan

Person Responsible:

- 1) E. Cross
- 2) E. Cross

- 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: 11/8/16