

**Dr. Charles T. Lunsford School #19**  
**Team Name: School Based Planning Team**

**Date:** September 25, 2017

<u>Members:</u>			
Moniek Silas-Lee	Present	Frenchie Granger (2 years)	Absent
Beth Cross	Present		
Cassandra Thesing (1 year)	Present	Michelle Roberts (2 years)	Present
Jamie Lillis (1 year)	Present	Keisha Hollomon (2 years)	Absent
Carla Romero (1 year)	Present	Charlotte Smith (2 years)	Present
Sarah Myers (1 year)	Present	Maureen Graham (2 years)	Absent
		Marti Cuvelier (2 years)	Absent
<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>Roles:</u> Facilitator: Focuser: Recorder:	

**Agenda:**

1. **Set the agenda.**
2. **Review PD requests.**
  - a. Aimsweb Plus benchmarking: Michelle Roberts moved. Marti seconded. All approved.
  - b. Michelle requested that all staff have a login before training begins.
3. **9/29 PD**
  - a. **Agenda:**
    - i. 1:30-2:00 Dr. Bud RTI procedures
    - ii. 2:00-2:45 Proctoring NWEA
    - iii. 2:45-3:15 Lesson plans, CUM review, Governance/work groups
    - iv. 3:15-end Team time.
4. **School Picnic:**
  - a. Jamie Lillis received a quote for all party supplies and will be purchasing the materials tonight.
  - b. Jamie will send out a sign-up for food donations
  - c. We are using money from the teespring fundraiser for the picnic.
  - d. Picnic will be from 5-7pm
  - e. Flyers are made and will be handed out.
5. **Open house:**
  - a. 6 person Committee will meet tomorrow to plan the open house.
6. **Book fair:**
  - a. Will be hosted from the September 4-15th.
7. **Reading Programs:**
  - a. Star reading is available for grades 2-6. It is a tool to evaluate reading.

- b. Middle school staff showed an interest in having Star reading available.
- c. Which reading programs do we want each grade level to use? Bring back to grade level teams to discuss what each grade level prefers.

8. Review and approve minutes.

- a. Michelle Roberts moved to approve the minutes. Carla Romero seconded. All approved.

Action Steps:

Get information about all of the math and ela programs available to us for evaluation.

Person Responsible:

All members

Agenda items/steps for next meeting:

- 1. Reading Programs and assessments.
- 2. Math Programs and assessments.
- 3. PD: Set the PD calendar for the year.
- 4. Budget
  - a. Middle school clubs/after school programs
- 5. Review SIG 7 goals for review and progress monitoring

Date of Next Meeting: Monday October 2, 2017 8am; October 17th, 2017 4:00 pm