

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

Date: October 17, 2017

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

Agenda:

1. **Set the agenda.**
2. **Review PD requests.**
 - a. PD: Set the PD calendar for the year. BEDS day request - 1 hr credit for teachers working on BEDS day data...denied
 - b. AIMSWeb Progress monitoring- finishing up with benchmarks
 - c. Moniek - can governance groups get PDI credit for meetings to ensure that all staff are participating? Groups need to have a set task with meaningful participation in order to earn credits. Does the presenter get credit - no.
 - d. GLM meeting days, teams would have 1 ½ once per month to cover classrooms with character development with students, morning meeting, specials - for team collaborations. Team driven agenda or “Carlas” driven agenda? That is to be determined and can be flexible based on team needs.
 - e. Potential for training/participation in Teacher Powered Schools conference. Date is 11/30, may be too late to register so beginning the conversation of other options...speakers brought here, visiting other TPS (Boston, Minnesota).
 - f. Collegial circles - Books were purchased that could be used for collegial circles. PDI can be earned.
 - g. Superintendent half days
 - h. Moniek will submit PD calendar to Jane Morse to coordinate with SUNY Geneseo
3. **Committees:**
 - a. How to ensure that groups are working toward meeting school wide goals/SIG grant, etc. Need to have a chair for each governance group chosen by the group to report back needs to provide goals for each committee so that they have a basic plan. Each team needs to have a

meeting by November 3 and decide who the chair will be. Each team must hand in attendance, minutes, action items and future meeting dates to be held at least once per month. Marti will send an email to governance groups with group expectations, minutes template with minutes to be posted in the School 19 google classroom. This aligns with Domain 4 in APPR.

4. Nov. 6 SUNY Geneseo Provost will be at #19 from 10am - noon. Need to have a student panel, room observations, to cover a 2 hour visit. Discussed having an informal “meet and greet” with refreshments.

5. Budget

- a. Middle school clubs/after school programs - money is available for bussing from SIG grant, activities would be from 3:30 - 5:15. Clubs for grades 6 - 8 (include 5th grade too?) would meet on Tuesdays and/or Thursdays. Moniek will send out an interest form to teachers. Money for teachers should come from the district.
- b. Field Trip Monies - if students cannot pay for their ticket, is there money from the school to cover the cost? Moniek will look into it.

6. Review SIG 7 goals for review and progress monitoring-

- need a special meeting with this as the only topic. Wed. 10/25

7. Assessments/progress monitoring

- whole school to use NWEA and AIMSWeb for benchmarking and to do progress monitoring 2 times per month with programs that work at each particular grade level.

8. Review and approve minutes.

- a. Michelle moved to approve the minutes. Maureen seconded. All approved.

Action Items:

Send email to committees with group expectations and template (minimum 1x/month meeting, minutes submitted), chairperson determined

Person Responsible:

Marti

Agenda items/steps for next meeting:

1. Review SIG 7 goals for review and progress monitoring.
2. PD Calendar Review

Date of Next Meeting: Special Meeting: 10/25 8am

Date of Next Regular Meeting: 11/14/17 4:00PM