

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

Date: December 19, 2017

<u>Members:</u>			
Moniek Silas-Lee	Present	Frenchie Granger (2 years)	Absent
Beth Cross	Absent	Marti Cuvelier (2 years)	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)	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: Moniek Silas-Lee Focuser: Maureen Graham Timekeeper: Cassandra Thesing Recorder: Carla Romero	
<u>Agenda:</u>			
<ol style="list-style-type: none"> 1. Set the agenda. 2. Progress monitoring AIMS Web 3. Committee Responsibilities 4. Clubs 5. Writing Program 6. PD Hours 7. Implementation of HD Word 			
Progress Monitoring AIMS Web:			
<ul style="list-style-type: none"> ● Kudos to Carla Romero for working with Barb LaRue on progress monitoring!! ● Progress monitoring pros: grade K-Cranmer, grade 3-Longwell, grade 4- Lillis, grade 5- LaRue, ● First grade & sixth grade need a point person for progress monitoring 			
Committee Responsibilities			
<ul style="list-style-type: none"> ● Hold on this agenda item until after report is submitted 			
Clubs			
<ul style="list-style-type: none"> ● Hoping to start on January 9, 2018 ● Working on decisions for stipends ● Next meeting with recess coach Sarah Myers and Jamie Lillis will attend ● Need an administrative position to organize clubs, Jamie interested ● Need a team of people to brainstorm ideas for tutoring and start of clubs 			
Writing Program			

- Review writing program examples and check out website
- School 52 & Craig Hill Elementary are using this program. Teachers can visit these schools to check out the program

PD Hours

- Moniek has found money to use for PD
- Send team to School 15 to get ideas for PD
- PD Approval:
 - Poverty is not a learning disability Collegial circle (Approved by all)
 - The morning meeting collegial circle (Approved by all)

Implementation of HD Word

- Need a space for middle school
- Should find out this week about supplies for the program

Action Items:

Write up PDs

Person Responsible:

Beth Cross

Agenda items/steps for next meeting:

- Committee responsibilities
- club/extended day team
- Recess concerns
- Revisit writing program
- Determining sub committees
- Revisit collegial book circles

Date of Next Meeting: January 16, 2018 4:00pm