

Date: January 16, 2018

<u>Members:</u>			
Moniek Silas-Lee	Present	Frenchie Granger (2 years)	Absent
Beth Cross	Present	Marti Cuvelier (2 years)	Present
Cassandra Thesing (1 year)	Present	Michelle Roberts (2 years)	Present
Jamie Lillis (1 year)	Absent	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

Team Norms:

- *Begin and end meeting on time!
- *Stick to agenda!
- *Rotate roles and responsibilities
- *Execute responsibilities and prepare “next steps”!
- *No sidebar conversations!

Roles:

Facilitator: Moniek Lee
Focuser: Charlotte Smith
Recorder: Sarah Myers

Agenda:

- Set the agenda.
- Committee:
 - Sub Committees: PD, Data and Assessment, Curriculum
 - PD: Identify PD needs and opportunities, organized PDs and get PD forms completed to present to SBPT as a whole. (Martie, Carla, Sarah, Keisha)
 - Data: Make sure people are progress monitoring and using data to drive small groups. Look at assessment data and analyze and make decisions to move forward. Test prep for grades 3-8. Looking at our data, identify the 2’s how can we get them to 3’s. Share with PD committee any PD needs dealing with Data. (Jamie, Michelle, Moniek)
 - Curriculum: Look at new curriculum and evaluate current curriculum. Share with PD committee any PD needs dealing with curriculum. (Cassandra Thesing, Charlotte Smith, Frenchie Granger, Beth Cross)
 - All teams should meet at least monthly and more as needed.
 - Marti will work with Moniek to get committee minutes posted to staff.
 - We need to reevaluate school needs to form committees with tasks.
- Club/extended day team:
 - Still working on transportation and stipends to be able to start as soon as possible.
 - System needs to be put in place to sub for staff.
- Revisit writing program: Curriculum committee will meet to evaluate (get books from Moniek) and consider school visits.
- Students with special needs classes for next year: Considering having a multi grade level classroom for intellectually disabled students.

- **Approve PD-**
 - Collaborative Teaching in the Elementary School Collegial Circle (Approved by all)
 - For White Folks Who Teach in the Hood...and all the rest of y'all too Collegial circle (multiple sections) (Approved by all)
 - Engaging students with poverty in mind Collegial circle (Approved by all)
 - The power of our words Collegial circle (Approved by all)
 - The zones of regulation/anger management (Approved by all)
- **Minutes approval: All approved**

Action Steps:

All committees will report out at next meeting
 Check with your constituents and see if they have any suggestions for professional development needs

Person Responsible:

All
 All

Agenda items/steps for next meeting:

Committee reports
 PD approval

Date of Next Meeting: 2/15/18 @ 4pm **Thursday**