

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: February 13, 2018 Special Meeting

<u>Members:</u>			
Moniek Silas-Lee	Absent	Frenchie Granger (2 years)	Present
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)	Present
Carla Romero (1 year)	Present	Charlotte Smith (2 years)	Present
Sarah Myers (1 year)	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: Beth Cross Recorder: Sarah Myers	
<u>Agenda:</u> <ul style="list-style-type: none"><li>● Set the agenda.</li><li>● Writing Program-<ul style="list-style-type: none"><li>○ Grades 1 and 4 interested. Will reach out to other grades to see if there is interest.</li><li>○ Pilot new writing program: All Approved</li></ul></li><li>● Approve PD-<ul style="list-style-type: none"><li>■ Zearn: What Is It, and How Do I Use It In My Classroom?: All Approved</li><li>■ Unpacking the Math Guides: All Approved</li><li>■ Utilizing the Teacher Toolbox: All Approved</li></ul></li><li>● Minutes approval: All approved</li></ul>			
<u>Action Steps:</u> Submit PDs		<u>Person Responsible:</u> PD Committee	
<u>Agenda items/steps for next meeting:</u> Committee reports PD approval			
<u>Date of Next Meeting:</u> March 5, 2018 4:00pm			

