

**Dr. Charles T. Lunsford School #19**

**Team Name: SBPT**

**Date:** March 5, 2018

<u><b>Members:</b></u>			
<b>Moniek Silas-Lee</b>	<b>Present</b>	<b>Frenchie Granger (2 years)</b>	<b>Absent</b>
<b>Beth Cross</b>	<b>Present</b>	<b>Marti Cuvelier (2 years)</b>	<b>Present</b>
<b>Cassandra Thesing (1 year)</b>	<b>Present</b>	<b>Michelle Roberts (2 years)</b>	<b>Present</b>
<b>Jamie Lillis (1 year)</b>	<b>Present</b>	<b>Keisha Hollomon (2 years)</b>	<b>present</b>
<b>Carla Romero (1 year)</b>	<b>Present</b>	<b>Charlotte Smith (2 years)</b>	<b>Present</b>
<b>Sarah Myers (1 year)</b>	<b>Absent</b>	<b>Brian Francisco (Parent)</b>	<b>Present</b>

**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**  
**Focuser:**  
**Recorder: Michelle Roberts**

**Agenda:**

- **Set the agenda.**
- **Title 1 Funds Budget \$5188 for parent engagement to use this school year.**
  - **Suggestions: middle school focus on internet safety, empowering parents with words, conflict resolution, stress management, restorative practices as weekly dinner session. 5 week class/sessions**
  - **Suggestion for next year is to have student led conferences in conjunction with family night/game night**
  - **Book club for parents and teachers?**
  - **Use funds to support next round of student led conferences in April**
  - **Make sure title is catchy and will grab interest- publicize via all social media platforms**
  - **Painting with a twist night with parents and students**
  - **Restorative night make mindfulness jars**
  - **Offer childcare for parents who do not want their child to participate with them**
  - **Parent will need to sign up so we have accurate head count for dinner**
  - **Take walk to Gandhi House as part of series**
  - **Make and take your own herb garden (Gandhi house)**
  - **Donuts for Dad/Muffins for Mom Saturday visits to encourage parents to come into school to volunteer**
  - **Saturday breakfast for the class**
  - **Survey parents to see if they are interested in volunteering (mandatory background checks)**
  - **Exercise night/how exercise affects the brain (line dancing with Jacquie; yoga)**
- **Data Committee:**
  - **Asked each grade level to look at data and see if students were performing at the same level as they tested at last year.**

- Asked teams to set aside specific time each day for test prep to help move bubble students up
- Carlas will push in to help support test prep
- Test prep materials have been ordered and Carla's have worked to gather resources
- Working on 2 point questions- grade level meeting discussions
- Maria (district coach) has provided information for test prep including schedule, resources for grades 7 & 8
- **Curriculum Committee:**
  - Grades 1, 2, 3, 4 piloting Being A Writer. Materials have been ordered, then training will be provided. Suggestion made to barcode ALL materials in the kit to ensure kits stay together
  - Middle school 6-8 CKLA ELA- Michelle to connect with Cassandra to provide further information
- **Outside Committees:**
  - Review Process to share minutes. (From Sarah)
    - Email minutes to Sarah or post on Google Classroom.
    - Minutes should be posted at least monthly?
    - SBPT sub committee minutes will be shared at SBPT
- **PD Committee**
  - Half Day PD Ideas-
    - Team building day: “speed dating” get to know you. Would you rather? Game, sentence starters
    - Must do testing video (45 minutes)
  - Superintendent Day PD ideas
    - (April 23 staff goes to Gandhi House-2 groups will attend workshop with Kit Miller. Resilience for staff; staff that remains at school will have an activity planned for them)
  - Chris Longwell developing PD to discuss vertical teams and what skills are must haves at each grade level
  - Brenda working on sped PD
- **Preparing for NYS Exams**
  - Testing locations and proctors
  - Students with modifications
- **Conference days March 24-26**
  - ASCD conference tailored toward teachers, coaches, administrators
  - Conference is in Boston
  - Google ASCD conference-money must be encumbered by the end of this March
- **Minutes approval: All approved**

**Action Steps:**

Overarching theme for classes  
Find out interest in conference

**Person Responsible:**

Moniek  
Moniek

**Agenda items/steps for next meeting:**

Committee reports  
PD approval  
Minutes approved

**Date of Next Meeting: March 20, 2018 4pm**