

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: March 20, 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)	Absent	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	Brian Francisco (Parent)	Present

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: Jamie Lillis
 Focuser: Michele Roberts
 Recorder: Charlotte Smith & Carla Romero

Agenda:

- Set the agenda.
- Title 1 Funds: What is the final decision for use? - **The parent engagement piece. Need to set dates. Potential date next Tuesday, March 27th 5 to 7:00 p.m. BINGO & Pasta Dinner Conversation with Important Updates. Need to multi-purpose meeting; attendance, update contact info, recruit parents for SBPT, etc.**
- Data Committee:
 - **Test Prep Started in Classrooms & Addition Practice with Carlas**
- Curriculum Committee:
 - **When will materials arrive? - Writing Materials Are Here! Boxes they came in got damaged in transit. We need bins to store materials. Grades 1 through 4th grade are trialing. Materials should be bar coded.**
- Outside Committees:
 - **Review Minutes - Report that teacher had trouble posting minutes. If your having trouble posting your meeting minutes, email minutes to Sarah**
- PD Committee
 - **March 23 ½ day: Proposed Schedule**
Location will be the Cafeteria. 12:15-1:15 Lunch independently, 1:15-2:00 Testing Video, 2:00-2:15 Safety procedure reviews, 2:15-3:00 Team Building: Staff Speed Chat Whole Group, 3:00-3:30 Grade Level Teams: Brainstorm strengths. What is your expertise? What are your thoughts for next year? What do you want to know or need to know to be successful next year?
 - **April 9th tentative date for Kevin Baldwin to come in to do PD on Restorative Practices**

- April 23 Superintendent Day PD ideas
 - Gandhi House: Resilience for staff half of the day presentation (9:30 to 11:30 a.m. ½ staff go to Gandhi House ½ Works with Next Years' Grade Level Teams. Groups switch in the afternoon. Possible guest speaker.)
 - Team Planning: Next year teams will work together to create their vision for their team next year.
- PD Approval:
 - Student Engagement- Total Participation Techniques: All Approved
 - April 18th 3:45 to 5:45 p.m. Maria will do 2hr PD on Total Participation Techniques
 - ASCD Conference: All Approved
- Preparing for NYS Exams
 - Testing locations and proctors - Beth is securing locations. Rooms with moveable walls may be divided.
 - Students with modifications - Lydia and Karen will be available. Request for 5 additional support personnel has been made to Central Office.
- Minutes approval: All approved

Action Steps:

Forms from Collaborative Co Teaching in Elementary Schools for 4/23/18 PD

Person Responsible:

Michelle send to Sarah

Agenda items/steps for next meeting:

Committee reports
 PD approval
 Minutes approved

Date of Next Meeting: