

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 9/17/18

<u>Members:</u>			
Moniek Silas-Lee	Present	Frenchie Granger (1 year)	Absent
Beth Cross	Present	Marti Cuvelier (1 year)	Present
Rebekka Cranmer (2 years)	Present	Michelle Roberts (1 year)	Present
Jamie Lillis (2 years)	Present	Keisha Hollomon (1 year)	Present
Robert Glomboski (2 years)	Absent	Charlotte Smith (1 year)	Present
Carla Romero (2 years)	Absent	Brian Francisco (Parent)	Absent
Alicia Bell	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: Charlotte Smith Recorder: Rebekka Cranmer	
<u>Agenda:</u> <ul style="list-style-type: none"> ● Set the agenda. ● Committees <ul style="list-style-type: none"> ○ Social Emotional - Marti is scheduling with Kevin Baldwin ○ Scheduling - Committee chairs will set their own consistent days ● Teacher Powered Conference <ul style="list-style-type: none"> ○ Will be in Boston Nov 30th - Dec 2nd ○ Spots: <ul style="list-style-type: none"> i. Will be offered to staff that have not attend any conferences first & teachers that have already taught in the Collaborative Co Teaching Model at #19 for at least a year. <ol style="list-style-type: none"> 1. Primary 2. Intermediate 3. Middle School 4. Support Staff 5. Admin ● Minutes approval: 10/15/18 Jamie Lillis motion to approve, Charlotte Smith 2nd 			
<u>Action Steps:</u> <ul style="list-style-type: none"> ● Committee List - cleaned up and sent out to new staff - by 9/21 ● Teacher Powered Conference - Will put in newsletter & make an announcement to during the team leadership meeting on Friday (leadership on 9/21 & newsletter on Sunday) scheduling PDs by 		<u>Person Responsible:</u> <ul style="list-style-type: none"> ● Moniek Silas-Lee done ● Moniek Silas-Lee done ● PD Committee (Jamie & Keisha will meet and send in an email) 	

9/21

- ½ days - will they be run by RCSD?? By 9/21-**to date yes**
- Contact any community partners for donations by 9/21

- Moniek Silas-Lee
- Alicia Bell

Agenda items/steps for next meeting:

- **Approval of Minutes**
- **Academic/School Direction**
- **Weekly Team Meetings/EGLM - PD Topics**
- **Committee Update - Reports**
- **Conference Updates**
- **PD - Saturday Options**
- **There will be 2 visitors for this meeting**

Date of Next Meeting: October 15th 2018