

Dr. Charles T. Lunsford School #19

Team Name: SBPT

Date: 10/15/18

<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)	Absent
Jennifer Gardiner (2 years)	Present	Charlotte Smith (1 year)	Present
Carla Romero (2 years)	Present	Brian Francisco (Parent)	Absent
Alicia Bell	Present	Guest: <ul style="list-style-type: none"> ○ Anjoo Sikka ○ Sue Kaufmann ○ John Defazio 	
<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: Carla Romero Focuser: Marti Cuvelier Recorder: Rebekka Cranmer	
<u>Agenda:</u> <ul style="list-style-type: none"> ● Set the agenda ● Approval of Minutes <ul style="list-style-type: none"> ○ Jamie Lillis motion to approve, Charlotte Smith 2nd ● Academic/School Direction <ul style="list-style-type: none"> ○ Alignment of SIG to instruction - process needs to be streamlined. ● Weekly Team Meetings/EGLM - PD Topics <ul style="list-style-type: none"> ○ Grade Level Meetings guidelines <ul style="list-style-type: none"> ■ Choices <ul style="list-style-type: none"> ● Teachers plan the agenda & submit 24 hours ahead of time ● Administration plans the agenda & will send it 24 hours ● Agenda on the team drive - teachers & administrators add items ○ Extended Grade Level meetings <ul style="list-style-type: none"> ■ Occur once a month & regular grade level meetings will be canceled that week ■ Dates for future meetings: <ul style="list-style-type: none"> ● 10/22 <ul style="list-style-type: none"> ○ Instructional Topics: Data Sheets, Data, Student Led conferences, AIS plans ● 11/11 <ul style="list-style-type: none"> ○ Restorative Topics: ACES ● 12/9 <ul style="list-style-type: none"> ○ Community Topic 			

- 1/13
 - Instructional Topic
 - 2/10
 - Restorative Topics
 - 3/10
 - Community Topic
 - 4/21
 - Instructional Topic
- **Committee Update - Reports**
 - **PD Committee**
 - 10/29: AIMSweb training for progress monitoring
 - 11/13: Engagement Protocols
 - Request for Trauma Informed Classrooms are being planned
 - Community Engagement Committee
 - One person from the committee will be in charge of each event. That person is responsible for the leg work for the event including advertising the event.
 - Social Emotional Committee
 - Restorative Team
 - PDs - Restorative Language
 - Social Committee
 - STRONG Committee
 - Data Committee
 - Instructional Committee
 - Guidelines for conferences
 - Guidelines for data sheets & portfolios
 - ELA shift direction
 - Next generation Science Standards
 - Improve student vocabulary
 - Next meeting: 11/7
- **Teacher Led Conference Updates**
 - Only K responded
- **PD - Saturday Options**
 - Building available if needed
- **Superintendent's Day Conference days**
 - Potential to stay in building?

Action Steps:

- PDs written up

Person Responsible:

- Jamie Lillis

Agenda items/steps for next meeting:

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Date of Next Meeting: November 11th 2018