



**School Based Planning Team
 AGENDA**

Date: Tuesday, September 11

Time: 8-8:45

Location: Library

Topic: School Based Planning Team

Attendees: Moniek Silas-Lee, Jen Taranowski, Margaret Donlon, Stacey Timkey, Carla Romero, Beth Cross, Rebekka Cranmer, Jeanie Anderson, Jamie Lillis, Jessica Mercuto, John DeFazio, Carla Carey

Facilitator: Margaret Donlon

Timekeeper: Stacey Timkey

Note taker: Carla Romero

Action items tracker: Moniek Silas-Lee

Meeting Objectives:

1. address action items from previous meeting see below and:
2. New agenda items

Action Commitment Chart:

| Action item | Action commitment | Due | Comments |
|--|---|-------------|--|
| Sub-committee Instructional Foci | Meet and revise draft of 3 instructional foci | 8/19 - 8/23 | Need to set meeting date with sub-committee: M. Silas-Lee, C. Romero, M. Donlon, C. Carey. |
| Sub-committee School-wide PD | Meet and review PD plan draft. Set topics and PS schedule for school year | 8/19 - 8/23 | Need to set meeting date with sub-committee: M. Silas-Lee, J. DeFazio, C. Carey, M. Donlon |
| eDoctrina RtI progress monitoring system | Agenda item for next SBPT meeting | ? | |



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| <p>Pre-work:</p> <ul style="list-style-type: none"> • Review the agenda • Consider taking a role |
| <p>Materials that will be used at this meeting:</p> <p>Laptop</p> |

| Schedule: 1 hours | | |
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| Time | Minutes | Activity/Topic to be Discussed |
| 8-8:05 | 5 | Setting purpose and review of norms Norms were reviewed. |
| 8:05-8:15 | 10 | Review of the agenda "Top of Mind" |
| 8:15-8:25 | 10 | <p>lesson planning tool and expectations Discussed in ILT meeting on 9/10. Edoctrena is not running yet. <u>Lesson planning</u>: a lot of stress with teachers. People are finding it cumbersome & time consuming. Kindergarten met on Sunday to create a separate lesson plan so that everyone could see it on one document. They reiterated that the template was overwhelming & time consuming. Margaret: Planning is time consuming and the level of planning will not be quick. Needs to be a thoughtful process. John: Is seeing that lesson planning is not being done as expected. Moniek: John is saying we need a higher level of detail in lesson planning. Stacey: Wants to create a weekly lesson plan for all teachers to see in addition to individual teacher lesson plans. Rebecca: Unit planning is available on edoctrina but not lesson planning. Moniek: We will keep the current lesson plan template until edoctrina is ready. Stacey will share a copy of their weekly lesson plan for teachers to SBPT members for review.. Margaret: Document will be reviewed and sent to teachers to use. Teachers can use both lesson plans or just the individual plans.</p> |
| 8:25-8:35 | 20 | <p>PD Focus - Next week for grade levels Margaret: First week meetings will be about rituals & routines. (classroom, hallway, lesson planning) Moniek: Teachers will plan & diss and create anchor charts for their rituals & routines. Found some video on Expeditionary Learning for classroom expectations. Discuss with individual teams based on their needs. Margaret: 3 days of CPT, what will it look like? Will go back to ILT. The 3 days of team meeting will be student behavior, data & planning. ILT will discuss planning student meetings during common planning time.</p> |



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| 8:35-8:45 | 10 | PDI plan for the year Send a survey to staff about PDI needs PDI hours for Discipline With Dignity. Read outside of contractual day and discuss during planning time. Proposals need to be submitted to SBPT to go through the process. Should be submitted approx. 2 months prior. |
| 8:45-8:50 | 5 | Plan for the committees Look at committee lists & decide sub committees. School picnic? When should it start? Get feedback from parents on ideal time for the school picnic. Picnic 9/25 , 5:00-7:30 @ Genesee Valley Park Should look at picnic at school in the future. Involve the community. Invite community partners to picnic. |

Action Items:

- Team will review the lesson plan overview template. Teacher will have the opportunity to decide whether or not they will use it during planning time
- Plan to meet with the PD team -
- Proposal for DWD book written by Margaret and Jamie will invite.