

**2019-20**  
**#35 School Based Planning Team Agenda and Minutes**

**12/4/19**

Member	Attendance
Torres-Santana	X
Holberton	x
Joseph	
Kalbfus	X
Rice	X
Santiago	
Lezeska	X
Stein	X
Quinones	
Surita	X
Gonzalez	

<b>Agenda</b>	<b>Time</b>	<b>Discussion Points</b>	<b>Action Taken/Person Responsible</b>	<b>Due Date</b>
SCEP Review		All members review SCEP <a href="https://docs.google.com/spreadsheets/">https://docs.google.com/spreadsheets/</a>	SBPT members	<b>12/4</b> Team discussed creating a document to reflect due dates - Kalbfus/Surita/Joseph will compile and bring to next meeting to review

		<a href="https://ets/d/1NUF6fJrKveMBb7jCoparfoWwOmyvWz1T9whbNyVfVg8/edit?usp=sharing">ets/d/1NUF6fJrKveMBb7jCoparfoWwOmyvWz1T9whbNyVfVg8/edit?usp=sharing</a>																
Portfolio Pieces		Revisit the required portfolio pieces next meeting (December)	Joseph	Next meeting on 12/12 Looking at K first and building up - materials have been compiled and uploaded from rubrics from Becoming a Writer, RCSD Literacy binder and Lucy Calkins. Starting with Narrative. 3 genres - expository, opinion and narrative														
Grade Level Meetings		<table border="0"> <tr> <td>K-1</td> <td>Rice</td> </tr> <tr> <td>2-3</td> <td>Lezeska</td> </tr> <tr> <td>4 -</td> <td>Pellegrino</td> </tr> <tr> <td>5 -</td> <td>Tata</td> </tr> <tr> <td>6 -</td> <td>Hilling</td> </tr> <tr> <td>K-3 Bilingual</td> <td>Mathews</td> </tr> <tr> <td>4-6 Bilingual</td> <td>Ortiz</td> </tr> </table>	K-1	Rice	2-3	Lezeska	4 -	Pellegrino	5 -	Tata	6 -	Hilling	K-3 Bilingual	Mathews	4-6 Bilingual	Ortiz	Santana/Holberton	<p>Learning Walks process will continue to be the topic through December - Need to finalize schedule and note catcher, debriefing protocol</p> <p>Side note: Intermediate members need to be present for discussion to discuss strategies for intervention; Accelerated Reader has been provided as a resource for grades 3-6</p>
K-1	Rice																	
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Improved Attendance		<p>Raffle prizes for most improved students (to target ELL students) - monthly?</p> <p>SBPT members come with ideas for planning to next meeting.</p> <p>Criteria for "most improved"</p>		<p>CO &amp; Surita - working to ensure students are here</p> <p>Raffles to win basket of supplies</p> <p>Basket for most improved (Surita &amp; Lesezka to work on criteria)</p> <p>Need a report by marking period by % for attendance by student</p>														
Next steps		SCEP Review at next meeting	All SBPT	Next meeting 1/8/20 Review SCEP & timeline; focus on C1 (Skill-based														

				<p>centers) - SBPT members to reach out to constituents</p> <p>2 point and 4 point rubrics - RACE fo ELA &amp; SPDR for Math</p> <p>Data meetings will soon be scheduled in January</p>
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