



**School Based Planning Team**  
**AGENDA**

**Date:** Tuesday, August 13, 2019  
**Time:** 9:00a.m. – 12:00p.m.  
**Location:** Main Office ~ Conference Room

**Topic:** School Based Planning Team

**Attendees:** M. Silas-Lee, J. DeFazio, E. Cross, J. Tarnowski, S. Timkey, B. Driscoll, C. Romero, M. Donlon, R. Cranmer, A. Bell, Ms. B. Gieger, Ms. A. Johnson, Ms. Mercauto, Carla Carey  
**Facilitator:** Moniek

**Timekeeper:** J. DeFazio

**Note taker:** M. Donlon

**Action items tracker:** E. Cross

- Meeting Objectives:**
1. Set our instructional focus
  2. Align PD to support our focus

- Pre-work:**
- Review the agenda
  - Consider taking a role

**Materials that will be used at this meeting:**  
 PPT  
 Chart paper

**Schedule: 3 hours**

Time	Minutes	Activity/Topic to be Discussed
9:00-9:05	5	Welcome and light breakfast
9:05-9:15	10	Review of the agenda
9:15-9:30	15	3...2...1 Activity Getting to know you share-out
9:30-9:40	10	Creating Meeting Norms Review of RCSD meeting norms adopt all, add start or end each SBPT meeting with share-out in a peace circle format. We will share facilitation of SBPT meetings on a developed schedule. Norms include: <ul style="list-style-type: none"> <li>● Take an inquiry stance</li> </ul>



		<ul style="list-style-type: none"> <li>● Ground statements in evidence</li> <li>● Assume positive intentions and take responsibility for impact</li> <li>● Stick to protocol, hear all equal voices, start or end meeting in peace circle format</li> <li>● Start and end on time</li> <li>● Be here now</li> <li>● Expect non-closure</li> <li>● Expect discomfort in the service of learning</li> </ul>
9:40-10:00	20	Compass Points N, S, E, W explanations. SBPT members/compass identification: M. Silas-Lee (NE), J. DeFazio (NE), E. Cross (SW), J. Tarnowski (NE), S. Timkey (NS), B. Driscoll (SE), C. Romero (NW), M. Donlon (NW), R. Cranmer (NW), A. Bell (SW), Ms. McCardle (S), Ms. A. Johnson (NW), Ms. Mercado (N/A)
10:00-10:05	5	Agenda Items - Reviewed
10:05-10:25	20	Review of Indicators <ul style="list-style-type: none"> <li>○ What do we want the community to know about our academic goals?</li> </ul>
10:25-10:45	20	Instructional Focus: how we identify and manage change. Difference between instructional structures vs. instructional strategies. Students need coherence and consistency across content areas and vertically. Steps required for change: vision, consensus, skills, incentive, resources, action plan, treadmill. All parts have to work in order to avoid: confusion, sabotage, anxiety, resistance, frustration, treadmill(spinning wheels). Team members worked through School #19 instructional focus drafts - 2 instructional, 1 restorative practices/social-emotional health. Sub-committee formed to revise and articulate drafts - M. Silas-Lee, C. Romero, M. Donlon, C. Carey. Meeting TBD week of 8/19-8/23.
10:45-11:15	30	Aligned PD and PD Calendar <ul style="list-style-type: none"> <li>○ F and P</li> <li>○ GLM/EGLM topics - Review Lunsford Summer Academy - PD - sub-committee formed to review draft of PD and schedule - M. Silas-Lee, J. DeFazio, C. Carey, M. Donlon</li> </ul>
11:15-11:25	10	ELT (Extended Learning Time) <ul style="list-style-type: none"> <li>○ Staffing - 22 ELT staff funded via grant - how does that look</li> <li>○ PBL(Problem-Based Learning)</li> <li>○ ideas: clubs, body/mind/heart and wellness, additional instructional time. Majority of team members prefer a split of clubs and instructional time during ELT.</li> </ul>
11:25-11:40	15	Teaching and Learning Expectations <ul style="list-style-type: none"> <li>○ Lesson plan template - Rebekka</li> </ul>



		<ul style="list-style-type: none"> <li>○ Planbook.com (purchase) vs. eDoctrina (free via RCSD) - team will further reflect and vote on this via email/communication from M. Silas-Lee.</li> </ul>
11:40-11:45	5	<p>Schedule and Plan</p> <ul style="list-style-type: none"> <li>○ Monthly Meeting day and time: decided, morning meetings every second Wednesday at 8:00 am. M. Silas-Lee will send out recurring invite</li> <li>○ Agenda items</li> </ul>
11:45-12:00	15	<p>Closing Activity: Meeting PLUS &amp; DELTA SBPT member share out:</p> <ul style="list-style-type: none"> <li>● Plus: turn out and committee to SBPT, Delta: ambitious vs. realistic agenda</li> <li>● Plus: organized, Delta: ELT planning anxiety</li> <li>● Plus: getting to know SBPT members, Delta: all the work that is left before school year begins</li> <li>● Plus: getting to know members, compass activity, parent turn-out, Delta: mindful agendas</li> <li>● Plus: being involved as a parent, Delta: getting more parents involved</li> <li>● Plus: parent voices equal, Delta: time frame and having enough time</li> <li>● Plus: parent involvement, Delta: time and work to be done</li> <li>● Plus: parent participation, Delta: getting more parents involved</li> <li>● Plus: energy of the group and conversations, Delta: time</li> <li>● Plus: agenda and synergy of the group, Delta: time</li> <li>● Plus: conversation and sharing the air, Delta: what needs to happen before school starts</li> <li>● Plus: organization and food, Delta: time before school starts</li> </ul> <p>*Most members also expressed concern about plans for ELT before school year begins.</p>

Notes:

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	?	