



SCHOOL PLANNING TEAM MINUTES

Meeting Date: November 29, 2016

MEMBERS In Attendance: Claudia Panaro, Carrie Oliver, Julie Gourlay, Karen Frey, Lisa Drmacich, Rosemary Gresock, Karrie Smith

Agenda:

I. Informational Share:

- **Principal Report**
 - Riverview hosted a Leader in Me Site School Visit
- **PTSA Report**
 - Riverview's PTSA is sponsoring a holiday concert with Glen Colton on December, 14th @ 1:30p.m. for students
 - The PTSA book fair in October went well. For the evening portion, some Riverview teachers dressed up like pirates to go along with the theme of the Book Fair.
 - The District-Wide Holiday Party will be at Mullen this year. The evening event will take place on December 19th.

II. Issues:

- **Guided Reading Checklists**
 - Reviewed guidelines for Guided Reading checklists in classrooms
- **Writing Rubric**
 - Discussed writing rubrics and alignment to CCLS; writing rubrics being used will be revisited.
 - A suggestion was made to have this be a professional development day focus next year. The team would like for there to be conversations between K&1st, 1st&2nd, and 2nd&3rd.
- **Make A Wish**
 - Discussed MAW and determined Spirit Day at RES
 - MAW kick-off assembly will be on December 16th at 9:30am. Marie from Make-A-Wish will talk to the students
 - December 23rd is Riverview's MAW Pajama Day
 - There will be a District-Wide MAW event in the spring. The event is being planned.
- **Holiday Assembly**
 - Maria is working on Holiday songs with each grade level.
 - Holiday Sing Along will be on Wednesday, December 21st

III. Agenda / Setting:

IV. Observation:

TASK	ASSIGNED TO	DUE DATE
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