

Support Team Meeting Notes — 8/21/26

Instructional Review and Walkthroughs

- Complete walkthroughs in every K–5 classroom.
- Develop a plan of action after the district walkthrough.
- Revise the walkthrough template as needed.
- Review the Instructional Review Protocol Packet for September 29.

Family Night and School Events

- 8/25- FAST TRAINING K-5
- Move the grade chair meeting from 9/29 to 9/30; there will be no RTI that day.
- 9/2: Open House for Head Start–2nd grade.
- 9/9: Open House for grades 3–5.
- 10/29 at 9:00 a.m.: Storybook Parade.
- 10/29 from 6:00–8:00 p.m.: Trunk or Treat.
- 12/3 from 6:00–8:00 p.m.: The Gift of Literacy Night.
- 1/14 from 6:00–8:00 p.m.: ESPN Night.
- 1/21 from 8:30–9:30 a.m. and 6:00–7:00 p.m.: Kindergarten Round Up.
- 2/25 from 6:00–7:00 p.m.: Black History Wax Museum.
- 3/17 from 6:00–8:00 p.m.: Science Night.
- Joseph will pull the Title I Open House PowerPoint.
- Design a flyer for Open House.

Website, Flyers, and Copilot Support

- Daria did a great job with the website and videos.
- Continue posting flyers on the website for upcoming events.
- Create event flyers using Copilot when appropriate.
- Daria is doing excellent work with Copilot and is encouraged to continue sharing how it can be used as a helpful tool.
- Strongly encourage all teachers to attend Copilot support sessions.

i-Ready and IFC Updates

- i-Ready should not interfere with the IFC.
- Teachers should try to complete i-Ready diagnostics during center rotations when possible.
- Teachers should continue moving forward with instruction.

- Some diagnostic testing has been delayed due to computer updates.
- Mrs. Smith is working to reimage computers so they support i-Ready; this is a district-wide issue.
- Due to i-Ready, review the 4th and 5th grade math IFCs and focus on topic assessments so teachers know which future lessons may be skipped.

Tier 3 Teacher Updates

Moscovitch — Support: Seibold

- Develop a plan of action for how the DHH class should be structured.
- Focus on small-group instruction.
- Provide ESE compliance support.
- Schedule a meeting with the support team.
- Arrange time for Moscovitch to observe other teachers before determining next steps.

Carson — Support: Clarke and Seibold

- Clarke and Seibold will support Carson with RTI students.
- RTI students have been identified.
- Seibold will support Tier 3 students; Clarke will support Tier 2 students.
- Ellen Miller assisted with centers.
- Mrs. Clarke adjusted centers to include i-Ready, independent work, and teacher-led instruction.
- All students have completed the diagnostic.
- Cohen attempted to assist with Math RTI; Carson stated he understands and does not need additional assistance.
- Administration will meet with Carson to review available support.

Lazare — Support: Cohen and Joseph

- Cohen and Joseph provided lesson plans and planned to work with Lazare on math and science planning.
- Lazare missed the scheduled appointment due to another appointment.
- Cohen and Joseph will reschedule the meeting to discuss lesson planning.
- All support should be documented.
- Cohen attempted to assist with Math RTI; Lazare stated he understands and does not need additional support.
- During WIN blocks, students need to be assessed.
- If a meeting is missed, it should be rescheduled immediately.

- Roberts will check lesson plans next week.

Tier 2 Teacher Updates

Luerson — Support: Seibold

- Seibold has created a plan to help with RTI.
- Seibold will also assist with ESE behavior support.

Manton — Support: Cohen and Clarke

- A weekly planning meeting has been established.
- Manton received the materials and support she needed.
- She is working hard and following feedback.
- Clarke is meeting with her and providing feedback.

King — Support: Clarke

- King has strong content knowledge.
- Behavior concerns were discussed.
- King has reached out for behavior support.
- Settles noted that King is working on managing behaviors independently.
- Provide CHAMPS support.
- Campbell should reach out to assist with behavior strategies and match support to the behavior needs.

Johnson — Support: Clarke

- Johnson is doing well with behavior management.
- Continue maintaining firm expectations.
- Clarke will plan with Johnson to help keep students engaged.

General Team Reminders

- Young will meet with each team to show teachers how to access student documents in Focus and read IEP documents.
- Specials teachers must hold students until classroom teachers arrive.
- Students should not be left unattended in the hallway.

Safety Meeting Compliance

- Review the required materials for the safety binder.
- For threat assessments, staff should contact the SRO to determine next steps and continue the day until the severity of the situation is assessed.

- Possible evacuation location: PAL field.
- Discuss with the pastor whether the church can be used as an alternative evacuation location; Plantation Middle is also being considered.
- Emergency drills should ensure everyone knows their roles and responsibilities.
- Shelter in place is used when the threat is outside campus.
- Lockdown is used when there is immediate danger on campus; during lockdown, no one moves.
- If the school goes off campus, Dr. Miller or Ms. Roberts will serve as commander on site until police or district assistance arrives.
- All drills should use plain language.
- Records should be kept in the safe team binder with all necessary safe team information.
- The safe team needs to know how to access Florida DOE threat assessment resources, the Fortify app, and the SaferWatch app.

Additional Action Items

- Reading Plan- Review of K-12 Comprehensive Evidence Based Reading Plan (K-12 CERP). Clarke will update the CERP plan by transferring the new and existing information into the new document.
- Prepare the Title I addendum.
- Send the MTSS Family Support Letter to all staff; Seibold has already submitted the document for copies.
- Roberts completed the attendance training.
- Roberts will work with Mrs. Young to develop a BPIE plan for incorporating ESE students into general education classes.
- Create classroom signs for staff.
- Seibold will be off campus on 8/24 for the morning.