



School Based Planning Team: Henry Hudson School #28  
Rolling Agenda for 2023-2024 School Year

September 2023\Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
9/29/23	<ul style="list-style-type: none"> <li>Title 1 funds overview</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell		

Minutes 9/28/2023 - Title 1 Funds & Town Hall Meeting

Time	Mins.	Activity
		<p>Discussion was held and there were no concerns:</p> <p><b><u>Title 1 Fund Proposal</u></b></p> <ol style="list-style-type: none"> <li>Literacy &amp; Math Night               <ol style="list-style-type: none"> <li>\$1,275</li> </ol> </li> <li>ASD Night               <ol style="list-style-type: none"> <li>\$225</li> </ol> </li> <li>Padres Compromeditos               <ol style="list-style-type: none"> <li>\$487.50</li> </ol> </li> <li>Publishing Parent Presentations               <ol style="list-style-type: none"> <li>\$3,750</li> <li>This will be split between 2 publishing presentations</li> </ol> </li> <li>After School Expo &amp; Parent Presentation               <ol style="list-style-type: none"> <li>\$890.50</li> </ol> </li> <li>Training for PTO president &amp; vice president               <ol style="list-style-type: none"> <li>\$2,400</li> </ol> </li> </ol> <p>TOTAL: \$9,208</p> <p>- Money for each event listed above is set aside for SSO support during an evening event, refreshments, supplies and/or parent travel.</p> <p><a href="#">LINK TO Town Hall Slides from Sep 26, 2023</a></p>
		<p><b><u>School-Wide Writing Plan:</u></b></p> <p><a href="#">LINK to the Writing Plan</a></p>



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Rolling Agenda for 2023-2024 School Year

October 2023

Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
10-30-23	<ul style="list-style-type: none"><li>• Discuss options for staff coaching</li><li>• What should Portfolios include?</li><li>• What are the expectations for giving the BAS?</li><li>• Should the time of the Thursday PD's change?</li><li>• November 15th District Wide SBPT</li><li>• What is the new Promotion and Retention Policy?</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell	Hovey	December 4th

Minutes

Time	Mins.	Activity
	2 min	Discuss options for staff coaching Question from Ms. Ladd: If walk throughs are done, can admin mandate coaching based on need/specific target for 6 weeks? When it was district based, the answer was no. <b>SBPT will receive an e-mail to vote on.</b>
	5 min	What should be included in Portfolios? Voting Topic: Pre and Post ON Demand and one revised piece of writing for each genre  Discussion: Writing is a priority so student work should be collected. We should have an On Demand before and after the genre to show growth. Have they learned what you have taught them? <b>SBPT will be sent an e-mail to show a vote.</b>  What goes into a piece? What is the success criteria? Should it be attached to the On-Demand piece? Rubric in Kid Language
	3 min	Should the Thursday PD times be changed? Times will stay from 4-5 so that all bus duties are completed, people can be prepared and no one will feel rushed or attend late.
	5 min	What are the expectations for giving the BAS?



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		Voting Topic: <b>Tabled for the next meeting</b> when there are more SBPT members in attendance. At the next meeting we will look at last year's survey and ways to record students' reading, like a running record and probing question or retelling (in place of the BAS)
	10 min	November 15th District Wide SBPT 5:30-7:30 at Temple B'rith Kodesh <b>SBPT Members: Please let Ms. Ladd know if you can attend by tomorrow.</b>
	10 min	What is the new promotion and retention policy? PLEASE read the Retention plan that was put in your mailbox. It describes the step by step process for possible retention. It is important that everybody knows this process clearly.

## Attendance

ASAR	RTA	Bente/RAP	Guest
Susan Ladd Jennifer Monroe-DeWitz Brenda Harrington	Jessica Ventura Craig Zaremba Pellin Dostman Rachelle Hovey Shannon Burleigh Elizabeth Rosa Kristel Thombs Angela Bolze Charlene Doell Kristie Nelson		

November 2023

Work Plan



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Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
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Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell		

Minutes

Time	Mins.	Activity

Attendance

ASAR	RTA	Bente/RAP	Guest

December 2023

Work Plan



School Based Planning Team: Henry Hudson School #28  
Rolling Agenda for 2023-2024 School Year

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
	<ul style="list-style-type: none"> <li>I can understand the process and timeline of the new retention/Promotion Policy.</li> <li>I can discuss the ASD program.</li> <li>I can discuss the responsibilities of committees and teacher involvement.</li> <li>I can brainstorm ideas for the building reconfiguration for next year.</li> <li>I can discuss the purpose and action of vertical teams.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

### Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell	K. Nelson	

### Minutes

Time	Mins.	Activity
		<p>I can understand the process and timeline of the new retention/promotion policy.</p> <ol style="list-style-type: none"> <li><b>September:</b> Problem Solving Team (Triage of information)</li> <li><b>November/December:</b> Checklist for the Promotion Portfolio (After grades from first marking period) (We need a checklist)</li> </ol> <p><u>Identification of At-Risk Students</u></p> <ul style="list-style-type: none"> <li>-Failing 2 or more subjects in grades 6-8</li> <li>-A 1 or 2 in K-5 in 2 or more areas (there is teacher discretion)</li> <li>Use of a tracking sheet</li> <li>Attendance Rate</li> <li>Update Tracking sheet quarterly</li> <li>BAS taken if failing in ELA</li> </ul> <p><u>Early Intervention</u></p> <ul style="list-style-type: none"> <li>Tier 2 and 3 Intervention</li> <li>45 minutes of Iready math and ELA</li> <li>Amira</li> </ul> <p><u>Conferencing with Student Families</u></p> <ul style="list-style-type: none"> <li>Before the 1st Report Card, parents will be notified and offered a conference with the classroom teacher</li> <li>Academic conferencing with the Principal is offered</li> </ul> <p><u>Student Promotion/Retention Portfolio</u></p> <ul style="list-style-type: none"> <li>Copies of Pre and Post On-Demand Writing pieces</li> <li>Copies of Other writing pieces that supports the standards (minimum of 2 per quarter)</li> <li>CFA results</li> <li>Profile Sheets</li> <li>Report Cards</li> </ul>



# School Based Planning Team: Henry Hudson School #28

## Rolling Agenda for 2023-2024 School Year

		<ul style="list-style-type: none"> <li>• Work samples from at-risk subject areas (1 per marking period)</li> <li>• Unit Assessments</li> <li>• Goal Setting Sheets</li> <li>• AIS Plans with Parent Contact log</li> </ul> <p><u>Communication:</u></p> <ul style="list-style-type: none"> <li>• Letters sent home letting parents know they are at-risk and reiterating the retention policy</li> <li>• 5 Weeks Progress Notes</li> </ul> <ol style="list-style-type: none"> <li>3. <b>January/February:</b> Identify students, families notified and given opportunity to meet</li> <li>4. <b>May/June:</b> Portfolio reviewed by staff and families</li> <li>5. <b>July:</b> Students not promoted must do Summer Learning (notified by July 15th) Appeal can be written to the Principal</li> <li>6. <b>August:</b> Principal makes final decision</li> </ol> <p>Promotion and Retention written draft will be typed up by Doell and Ladd and distributed to SBPT for a vote. There will be a parent meeting to inform parents of the district policy and our School 28 Checklist. (Or Screen Castify?)</p>
		<p>I can discuss the ASD program (Voting Topic)</p> <ul style="list-style-type: none"> <li>• Behavior needs have significantly increased.</li> <li>• Framework: Comprehensive Literacy</li> <li>• Learning Profiles: Emergent, Transitional and Conventional (Using Readtopia students are placed)</li> <li>• Unique curriculum is used for a Benchmark system within the Learning Profile they are categorized into</li> <li>• 3 times a year testing using Unique</li> </ul> <p><b>Vote: Approved</b></p> <p>-Tabling math and will come back to it.</p>
		<p>I can discuss the responsibilities of committees and teacher involvement.</p> <p>Idea: When committees require teachers to do something that interrupts instruction, A Google form will be put together so teachers can indicate whether or not they would like help doing this (ie: if a teacher would like it to be done during a special, etc. )</p>
		<p>I can brainstorm ideas for the building reconfiguration for next year.</p> <p>We do not have a specific answer as to whether we will have Pre-K and if we do, how many will we have? Sped? Bilingual? ASD? We will have 10 vacant rooms but we need to wait on an exact answer before figuring out how many rooms will be filled and who they will be filled with, etc.</p> <p>-Everyone will have an opportunity for input.</p>
		<p>I can discuss the purpose and action of vertical teams.</p> <p>-Tabled</p>

## Attendance

ASAR	RTA	Bente/RAP	Guest
Susan Ladd Jennifer Monroe-DeWitz Brenda Harrington	Jessica Ventura Craig Zaremba Pellin Dostman	Amparo Nieves	



## School Based Planning Team: Henry Hudson School #28

### Rolling Agenda for 2023-2024 School Year

	Rachelle Hovey Jessica Ventura Shannon Burleigh Elizabeth Rosa Kristel Thombs Angela Bolze Charlene Doell Kristie Nelson Maggie Brown-Palmesano		
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January 2024

#### Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
	<ul style="list-style-type: none"><li>I can understand the process and timeline of the new retention/Promotion Policy.</li></ul>	<ul style="list-style-type: none"><li></li></ul>

#### Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell		

#### Minutes

Time	Mins.	Activity
		<p>I can understand the process and timeline of the new retention/promotion policy.</p> <ol style="list-style-type: none"><li><b>September:</b> Problem Solving Team (Triage of information)</li><li><b>November/December:</b> Checklist for the Promotion Portfolio (After grades from first marking period)</li></ol> <p>(We need a checklist)</p> <p><u>Identification of At-Risk Students</u></p> <ul style="list-style-type: none"><li>-Failing 2 or more subjects in grades 6-8</li><li>-A 1 or 2 in K-5 in 2 or more areas (there is teacher discretion)</li><li>Use of a tracking sheet</li><li>Attendance Rate</li><li>Update Tracking sheet quarterly</li><li>BAS taken if failing in ELA</li></ul> <p><u>Early Intervention</u></p> <ul style="list-style-type: none"><li>Tier 2 and 3 Intervention</li><li>45 minutes of Iready math and ELA</li><li>Amira</li></ul> <p><u>Conferencing with Student Families</u></p>



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## Rolling Agenda for 2023-2024 School Year

		<ul style="list-style-type: none"> <li>• Before the 1st Report Card, parents will be notified and offered a conference with the classroom teacher</li> <li>• Academic conferencing with the Principal is offered</li> </ul> <p><u>Student Promotion/RetentionPortfolio</u></p> <ul style="list-style-type: none"> <li>• Copies of Pre and Post On-Demand Writing pieces</li> <li>• Copies of Other writing pieces that supports the standards (minimum of 2 per quarter)</li> <li>• CFA results</li> <li>• Profile Sheets</li> <li>• Report Cards</li> <li>• Work samples from at-risk subject areas (1 per marking period)</li> <li>• Unit Assessments, if available</li> <li>• Goal Setting Sheets</li> <li>• AIS Plans with Parent Contact log</li> </ul> <p><u>Communication:</u></p> <ul style="list-style-type: none"> <li>• Letters sent home letting parents know they are at-risk and reiterating the retention policy</li> <li>• 5 Weeks Progress Notes</li> </ul> <p><b>3. January/February:</b> Identify students, families notified and given opportunity to meet</p> <p>By February recess all students who are in danger of failing will receive a parent phone call and have the opportunity for a conference.</p> <p><b>4. May/June:</b> Portfolio reviewed by staff and families</p> <p><b>5. July:</b> Students not promoted must do Summer Learning (notified by July 15th)</p> <p>Appeal can be written to the Principal</p> <p><b>6. August:</b> Principal makes final decision</p> <p>Promotion and Retention written draft will be typed up by Doell and Ladd and distributed to SBPT for a vote. There will be a parent meeting to inform parents of the district policy and our School 28 Checklist. (Or Screen Castify?)</p>
		What will the retention policy look like per grade level?

## Attendance

ASAR	RTA	Bente/RAP	Guest
<p><b>Susan Ladd</b></p> <p>Jennifer Monroe-DeWitz</p> <p>Brenda Harrington</p>	<p>Jessica Ventura</p> <p>Craig Zaremba</p> <p><b>Pellin Dostman</b></p> <p><b>Rachelle Hovey</b></p> <p>Shannon Burleigh</p> <p>Elizabeth Rosa</p> <p>Kristel Thombs</p> <p><b>Angela Bolze</b></p> <p><b>Charlene Doell</b></p> <p>Kristie Nelson</p> <p><b>Maggie Brown-Palmesano</b></p>	<p>Amparo Nieves</p>	





School Based Planning Team: Henry Hudson School #28  
Rolling Agenda for 2023-2024 School Year

February 2024

Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
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Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell		

Minutes

Time	Mins.	Activity



School Based Planning Team: Henry Hudson School #28  
Rolling Agenda for 2023-2024 School Year

March 2024

Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
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Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell		

Minutes

Time	Mins.	Activity

April 2024

Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
4/15/24	<ul style="list-style-type: none"><li>• We can discuss the results from the writing survey.</li><li>• We can put together a list of Summer PD's.</li><li>• We can decide on a specific roll out for the school's reading book.</li><li>• We can decide on the priorities for the 23-24 school year.</li></ul>	•

Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell	J. DeWitz	

Minutes

Time	Mins	Activity
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	<ul style="list-style-type: none"><li>• We can discuss the results from the writing survey.</li></ul> <p>Was writing a part of your daily schedule? 76.2%-Yes</p> <p>Did you receive a Writing PD? 90.5%- yes</p> <p>Did you teach writing standards at grade level? 90.5%-yes</p> <p>Was Standards based writing a priority? 81% -yes</p> <p>Did you Expect writing in content areas? 42.9% -yes and 52.4%-usually</p> <p><u>Some teacher Ideas for Writing PD's</u></p> <p>Differentiated writing instruction</p> <p>Quick mini lessons</p> <p>Scope and sequence</p> <p>Conferencing</p> <p>Analyzing student work</p> <p>Choose topics for mini PD's (ie: 3:45-4:15)</p> <p>Writing without pencils (ie: Talk to text)</p> <p>Publishing Party: How will it look for our second Party?</p> <p>Ex: Many people liked how it was small and intimate for the first party.</p> <p>How can they be different for the second party?</p> <p>How can we include more parent involvement?</p> <p>How can we get students to see other grade levels?</p> <p>The 26th: Grade Level topic will be the publishing party.</p>	
	<ul style="list-style-type: none"><li>• We can put together a list of Summer PD's</li></ul> <p>We will have 3 Paid days for PD.</p> <p>We will not have after school Thursday Pd's next year.</p> <p>Tuesday, Wednesday, Thursday</p> <p>August 20, 21, 22</p> <p>8:30-2:00</p>	



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### Rolling Agenda for 2023-2024 School Year

	<p>School Starts on Thursday, September 5th Tuesday the 3rd and Wednesday the 4th are Superintendent's Conference Days</p>	
	<ul style="list-style-type: none"><li>• We can decide on a specific roll out for the school's reading book.</li></ul> <p><u>The Reading Strategies Book 2.0</u> by Jennifer Serravallo.</p> <p>Ideas: 5 Hours PDI to read it in the summer 2 hour PD in July and 2 hour PD in August Book Club for PD HOURS in the school year</p> <p>Decision : In-Depth Study for 5 hours in the summer: Details TBD</p> <p>There will be an introduction to the book during one of our Summer August PD's</p> <p>In our May meeting, we will make decisions on other PD topics for the August PD's and the whole staff meetings on August 3rd and 4th.</p> <p>-ASD wants to use the book they have been using: <u>Comprehensive Literacy for All</u></p>	
	<ul style="list-style-type: none"><li>• We can decide on the priorities for the 23-24 school year.</li></ul> <p>4 Commitment Areas: Literacy: Char Doell Math: Dostman/Ventura Academic Culture: Burleigh/Thombs Foundational Skills: Hovey</p> <p>One SBPT Teacher leader with a team of other teachers</p> <p>Levels of Data for EACH Commitment Area: Satellite Data (Out of our Control) MAP Data (IReady, CFA, etc) Street Data (Survey results from student wise data)</p>	



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	<p>What will teachers commit to do that will improve student practice on specific strategies that will lead to improved outcomes?</p> <p>The Learning Center problem: "Our students are lacking the...</p> <p>Problem of practice: Students are lacking because we are...</p> <p>Students are not doing _____, so teachers will need to _____</p>	
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Attendance

ASAR	RTA	Bente/RAP	Guest
<p>Susan Ladd Jennifer Monroe-DeWitz Brenda Harrington</p>	<p>Jessica Ventura Craig Zarembo Peilin Dostman Rachelle Hovey Shannon Burleigh Kristel Thombs Angela Bolze Charlene Doell Kristie Nelson Maggie Brown-Palmesano</p>	<p>Amparo Nieves</p>	



School Based Planning Team: Henry Hudson School #28  
Rolling Agenda for 2023-2024 School Year

May 2024

Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
5/13/28	<ul style="list-style-type: none"><li>• We can finalize Publishing Party details.</li><li>• We can have a discussion about Math/Literacy Night.</li><li>• We can continue our discussion of the 24-25 Priorities</li><li>• We can discuss having a cohort house system for next year.</li><li>• We can finalize the Summer PD plan.</li></ul>	<ul style="list-style-type: none"><li>•</li></ul>

Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell	Hovey	

Minutes

Time	Mins.	Activity
		<ul style="list-style-type: none"><li>• We can finalize Publishing Party details.</li></ul>
		<ul style="list-style-type: none"><li>• We can have a discussion about Math/Literacy Night.</li></ul> <p>The team is still planning this.</p> <p>One Idea: Showcase the Publishing Party for this evening so parents can see them. Teachers are still welcome to have parents come during school hours.</p> <p>We will start collecting work next week to put the writing pieces in books.</p> <p>The work for the publishing will be <b>collected and submitted by grade level on May 28th.</b></p>
		<ul style="list-style-type: none"><li>• We can continue our discussion of the 24-25 Priorities</li></ul> <p>Literacy: (23-24 focus was writing) We need to help students to want to improve their writing.</p> <p>TO our constituents: When you look at the data and what your students are doing, what are the strengths and where are our gaps?</p> <p>This year our math priority was discourse. What will our priority be for next year? How can we transfer the discourse into math writing?</p>
		<ul style="list-style-type: none"><li>• We can discuss having a cohort house system for next year.</li></ul> <p>Idea: We have 3 strands for each grade level. Should each administrator take a vertical strand? Our current 5th graders can pick the strand colors, animal. Etc.</p> <p>Or should it be bands?</p>
		<ul style="list-style-type: none"><li>• We can finalize the Summer PD plan.</li></ul> <p>According to the survey people suggest differentiated PD's, writing strategies, etc</p>
		<b>Staffing Conversations will happen this Thursday the 16th.</b>



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**NEXT MEETING: Out of Building on TUESDAY, June 18th  
(TBD) Tyron City!**

## Attendance

ASAR	RTA	Bente/RAP	Guest
Susan Ladd Jennifer Monroe-DeWitz Brenda Harrington	Jessica Ventura Craig Zaremba Peilin Dostman Rachelle Hovey Shannon Burleigh Kristel Thombs Angela Bolze Charlene Doell Kristie Nelson Maggie Brown-Palmesano	Amparo Nieves	

June 2024

### Work Plan

Meeting Date	Objectives for this Meeting	Next Steps to Complete in time for this Meeting
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School Based Planning Team: Henry Hudson School #28  
Rolling Agenda for 2023-2024 School Year

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Roles

Facilitator	Time Keeper	Note Taker	Approve by	Next Meeting
S. Ladd		C. Doell		

Minutes

Time	Mins.	Activity

Attendance

Attendance and Members

Role	Members	9/28	10/30	12/4	1/8	2/5	3/11	4/15	5/16
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