

School-Based Planning Team

Date: January 21, 2020

Location: Francis Parker School No. 23

Facilitator: K. Yarlett

Timekeeper: A. Burton

Note taker: J. Swick

Next steps tracker: J. Swick

Norms Tracker: J. Rothfuss

Members Present: Katie Yarlett-Fenti, Kim Buonomo, Joanne Swick, Aprille Burton, Jenn Rothfuss, Lisa Clayton, Ms. Patricia, Carla Roberts, Juliet Sullivan, Ms. Kirton, Ms. King

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:15 pm - 4:15 pm	60	Review objectives for today/Agenda <ul style="list-style-type: none">Review Norms (Standing)PD Approval (Standing)Shared Governance Report Out (Standing)SCEP Progress Monitoring (Standing)Agenda for next meeting (Standing)Pluses/Deltas (Standing)	Katie	1/22/20	Completed
	2	Topic: Review Norms NOTES: <ul style="list-style-type: none">Katie read the norms aloud	Katie	1/22/20	Completed
	3	Topic: PD Approval NOTES: <ul style="list-style-type: none">No PD hours to approve at this time.TrueNorth Logic discrepancies:Our PD on 8/28 is not showing up on our transcriptsAny grade level who has done any FOSS kit training, those	Katie	1/31/20	Katie will reach out to the Office of Professional Development to ensure attendance is recorded and both courses are entered correctly.

		hours are not showing up either.			
	20 (5 minutes to each team)	<p>Topic: Shared Governance Report Out</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Rigorous Academics- Curriculum night is being held tonight. Split between primary (104), intermediate (208) and 6th grade (205). There will be a presentation outlining components at School 23. There will be a make and take in the gym. Pizza in the cafeteria at 6pm. • Authentic Relationships- Piece of Africa event is Feb. 6th from 5-7. Theme is Harlem Renaissance. Each grade was assigned a different area to focus on. There will be a door decorating contest. There will also be a small activity for families and students. There will be guest speakers and presenters. • Engaging Learning- Responsible for the PBL/ENL night on May 21st. Have acquired pricing for food. Staff have been reminded to save artifacts from their PBL projects to display. Students may present at tables set outside their classrooms. • Social Excellence- January King's Crew will be announced on January 31st. This will also be a Beneficus Break the Rules Day and a House Day. Students should receive public recognition at Lion's Den, with a certificate 	Committee Leads		Ask Building Committee if we still have to keep the lounge locked

		<p>given to them within their classrooms. L. Clayton will take a group photo of all winners and will share it with teachers so it can be posted on FaceBook, Dojo etc.</p> <p>Monthly "Take Care of You" to support healthy mindfulness for staff. The first one will be breakfast for staff, paid for by Whole Child Health Team.</p>			
	15	<p>Topic: SCEP Progress Monitoring</p> <p>NOTES</p> <ul style="list-style-type: none"> English Language Arts: Baseline data shows 105.8 students need to pass the NYS ELA test with a 3 or a 4 for our school to hit our goal. We need 29.3 SWD students to pass with a 3 or 4. There is a discrepancy between how white and African American students performed on the NWEA. There was a training in the summer that focused on culturally relevant pedagogy. As we think to revise our SCEP plan for this year, this is an area to focus on. Change the end date to June 2020; add in academic meeting and content around culturally responsive teaching PBL Units- Connect cultural events within the building with the curriculum (ex. Harlem Renaissance) Summer PD to create and scaffold curriculum between grade levels. Change the PBL due dates (to complete 2 PBL projects)by June 2020 			<p>Change the end date to June 2020; add in academic meeting and content around culturally responsive teaching</p>

	10	Topic: Additional Parent Members on SBPT NOTES <ul style="list-style-type: none">• It was discussed that we may use alternate parents and rotate parents at our SBPT meetings.• Parents’ votes do not count, but we would like their perspective• We would like to transition new parents onto our team before the end of the year (April/May- voting, June- transitional meeting)							
	5	Topic: Agenda for Next Meeting NOTES <ul style="list-style-type: none">• Review SCEP Plan							
	5	Discuss what worked well about this meeting and what we would like to change next time <table><tr><th>Plus +:</th><th>Delta Δ:</th></tr><tr><td><ul style="list-style-type: none">• Ended on time</td><td><ul style="list-style-type: none">• Need to stick to assigning roles and allocating time.</td></tr></table>				Plus +:	Delta Δ:	<ul style="list-style-type: none">• Ended on time	<ul style="list-style-type: none">• Need to stick to assigning roles and allocating time.
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