

## School-Based Planning Team

**Date:** 11/20/2024

**Time:** 3:30pm - 4:30pm

**Location:** Francis Parker School No. 23/Microsoft Teams

**Facilitator:** Katie

**Time keeper:** Goldberg

**Note taker:** O'Hara

**Norms Tracker:** Waxmonsky

**Members Present:** Katie Yarlett-Fenti, ~~Cheril Passamonte~~, Megan O'Hara, ~~Jamie Klotz~~, Danielle King, Katherine Clark-Walter, Kristin Waxmonsky, Robin Goldberg, ~~Gabby Lahoda~~, Norman Fearington, Patricia McKinney, ~~Carla Roberts~~

**Guests:**

**Schedule** [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates		Status
3:30	8	<b>Review objectives for today/Agenda</b> Standing Items: <ul style="list-style-type: none"><li>• Welcome New Members</li><li>• Assign Times &amp; Roles (Standing)</li><li>• Review Norms (Standing)</li><li>• PD Approval (Standing)</li><li>• Events Committees</li><li>• Being a Writer PD</li><li>• School Improvement Plan</li><li>• New Business</li></ul>	Facilitator			
3:39	1	<b>Topic: Assign Times and Roles</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>• Done</li></ul>	Facilitator			
3:40	1	<b>Topic: Review Norms</b> <b>NOTES:</b> <ul style="list-style-type: none"><li>• Take an inquiry stance</li><li>• Ground statements in evidence</li><li>• Assume positive intentions and take responsibility for impact</li><li>• Stick to protocol and hear all voices</li><li>• Start and end on time</li><li>• Be here now</li><li>• Expect non-closure</li></ul>	Norms Tracker			

		<ul style="list-style-type: none"> <li>Expect discomfort in the service of learning</li> </ul>				
3:41	2	<b>Topic: PD Approval</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>Being a Writer PD: PLI for Being a Writer has already been approved by the district</li> <li>Thank you to parents who signed to get approval</li> </ul>	Katie			
3:43	10	<b>Topic: Events Committees</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>We recently had the Character parade; was a wonderful experience, many families joined in. It was a beautiful community event. The Superintendent was able to come, but after the event.</li> <li>Student council was selected and have been preparing to help with events. They were present (and proud!) at the Unity in Diversity Dinner</li> <li>The Unity in Diversity Dinner was held last Thursday, it was a huge success. Kim Bounomo did an outstanding job, it was extremely organized and expectations were clear for teachers who helped out. Families brought so much food, it was incredible. Big Kudos, Kim!</li> <li>House Day was wonderful! Our next one is coming up the week of 12/06. Buy-in from teachers was really great and the parent volunteers were wonderful!</li> <li><b>Events Committee Members:</b>  <a href="https://docs.google.com/document/d/1CwtHRI8uXj5CIJbqMuGR5zdQMtZR1tLC/edit">https://docs.google.com/document/d/1CwtHRI8uXj5CIJbqMuGR5zdQMtZR1tLC/edit</a> </li> <li><b>House Day Folder:</b>  <a href="https://drive.google.com/drive/folders/1cpgb9SbzYTubQ8vYjcJnDSUi7Iy7NIF4">https://drive.google.com/drive/folders/1cpgb9SbzYTubQ8vYjcJnDSUi7Iy7NIF4</a> </li> </ul>	All			

3:54	10	<b>Topic: Being a Writer PD- Upcoming</b> <ul style="list-style-type: none"> <li>• We are piloting Being a Writer in the RCSD (with 2 other schools)</li> <li>• We have seen incredible improvements in writing since starting Being a Writer.</li> <li>• The company from Being A Writer came and did a walk through and were so impressed.</li> <li>• Dec 6th is a half day, we are being given the opportunity to have a virtual PD with Being a Writer; specifically about collaborative planning and diving deeper into the curriculum.</li> <li>• The issue is that this would end later than our contractual day. Katie is proposing a break/lunch/travel time from 11:00-12:30 (1 ½ hours), which would allow teachers to travel home and participate in the PD virtually from there.</li> <li>• We need a decision by this Friday 11/22</li> <li>• SBPT Teachers will talk with their assigned grade level bands about extending the lunch/break hour to one hour and thirty minutes in order to allow travel time for staff. They will then send an email to Katie confirming their participation in writing from home.</li> </ul>	All			
4:04	15	<b>Topic: School Improvement Plan</b> <b>NOTES:</b> <ul style="list-style-type: none"> <li>• We are looking at data to decide how to move forward with our SIP for next year</li> <li>• We are looking at satellite data (NYS assessments), map data (iReady, science investigations, CFAs) and Street data (formative assessments, being a writer, parent and student surveys)</li> <li>• As for state test scores, we are top ranking in ELA, our Math score dipped slightly.</li> <li>• We are excited to look at iReady</li> </ul>	All			

		<p>growth data, collected last week.</p> <ul style="list-style-type: none"> <li>• We are working on lowering chronic absenteeism</li> <li>• The most frequent behavior issues were disruptive to academic process, attack on student, and disrespectful behavior</li> <li>• We had the most participants for the school climate survey (parents, teachers and students) of all schools in the RCSD!</li> <li>• Teachers are collecting ample data and using it in intervention groups fluidly</li> <li>• Teachers shared that behaviors are very positive, and we are able to then spend ample time on instruction rather than behavior management.</li> <li>• We would like to know a comparison of the number of reported incidents (no admin) vs the number of incidents dealt with by administration</li> <li>• Patricia added that the SEL team meets every tuesday to catch up on incidents and students who may need more support</li> <li>• <a href="https://drive.google.com/drive/folders/1oFaD8ru5_smZrBk7FOXlYi-xzogaUSxF">https://drive.google.com/drive/folders/1oFaD8ru5_smZrBk7FOXlYi-xzogaUSxF</a></li> </ul>				
4:19	5	<p><b>Topic: Really Great Reading</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• At 3-6 grades we are using Really Great Reading during intervention time</li> <li>• We did not receive the materials for really great reading, but just got word that we received access to these!</li> </ul>				
4:24	1	<p><b>Topic: Report Cards</b></p> <p><b>NOTES:</b></p> <ul style="list-style-type: none"> <li>• Going out this friday!</li> </ul>				
4:25	3	<p><b>Topic: New Business</b></p> <p><b>NOTES: .</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>	All			

4:28	1	<b>Topic: Agenda for Next Meeting Dec 18th @ 3:30</b> <b>NOTES: Next meeting</b> <ul style="list-style-type: none"><li>● Assign Times &amp; Roles (Standing)</li><li>● Review Norms (Standing)</li><li>● Approval of Minutes (Standing)</li><li>● PD Approval (Standing)</li><li>● Committee Meeting Updates (Standing)</li><li>● SIP Updates</li><li>● New Business (Standing):</li></ul>	All							
4:29	1	<b>Discuss what worked well about this meeting and what we would like to change next time</b> <table><tr><th>Plus +</th><th>Delta Δ</th></tr><tr><td><ul style="list-style-type: none"><li>● All voices heard</li><li>● Stuck to the time break down</li><li>● All members were present</li></ul></td><td><ul style="list-style-type: none"><li>● Started late</li><li>● Low attendance</li><li>● Low parent attendance</li><li>● Sticking to times allotted for each section (we recognize this is hard)</li></ul></td></tr></table>					Plus +	Delta Δ	<ul style="list-style-type: none"><li>● All voices heard</li><li>● Stuck to the time break down</li><li>● All members were present</li></ul>	<ul style="list-style-type: none"><li>● Started late</li><li>● Low attendance</li><li>● Low parent attendance</li><li>● Sticking to times allotted for each section (we recognize this is hard)</li></ul>
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