World of Inquiry School, SBPT Minutes September 13, 2018: 4:00-5:00pm

Facilitator: Sheela Webster Time Keeper: Jessica Flanders Secretary: Kerry Robertson

Members present: Kerry Robertson, Sheela Webster, Jessica Aldinger, Jamila Suhail, Jessica Flanders, Gina Porretta-Baker, Jazmyn Breedy, Nicole McCoy, Chad Olivieri, Jen Johnson, Davin Reddington

Members absent: Nancy Resto, Yusef George, Demarion Brown

Agenda:

Introductions of SBPT members, shared name, school role, and a word/phrase to describe the first week of school.

This is not a governing unit, we work with our constituents to build a vision and plan, the SBPT is to represent our community in the way they express appropriate. Giving a voice to all stakeholders is our goal. We vote on items once everyone has had a chance to offer input and feedback.

We will rotate the roles of facilitator, timekeeper, and secretary from this date on.

Review of ground roles for SBPT meetings:

* Attend meetings regularly and in a timely manner.
* Members will share the responsibilities of facilitation and time keeping through the 2018-2019 school year.
* Minutes will be recorded at each meeting by the designated secretary, distributed to all staff members, and posted on the school website.
* Share airtime with other members of the team.
* Each Member will communicate all pertinent information with respective constituency members.
* Read the minutes in advance whenever possible.
* Follow proposed agenda each week:
  + Approval of Minutes
  + EL Work Plan and SCEP (progress monitoring and updates)
  + PTC Updates (Parent Representatives)
  + Design Task Team Updates (need each member of SBPT to report for one of the Design Task Team)
  + New Business
  + **Student Council Crew (\*new agenda item for this year)**

In order to get information to constituents we may want a parent distribution list, hang a draft of minutes in staff lounge by copiers (include pictures of SBPT members and who they report to so their constituents know who to go to if they have any questions or concerns).

We will approve minutes through email. Committee members will have access to a google doc folder, the minutes will be shared via a link in an email so people can make changes and reply to the email with approval. If there are any questions or concerns, members will comment on the google doc agenda for others to view and respond to. Constituents agree to read, revise and edit minutes within one week of the meeting.

The committee needs to approve the 2018-2019 Work Plan. The plan was developed by EL school designers, instructional coaches, and administrators at World of Inquiry. All goals are aligned with the EL Dimensions of Student Achievement: Mastery of Knowledge and Skills, Character, and High Quality Work. Members need to review between now and October and provide feedback to SBPT. We are really looking for how to better progress monitor our goals.

There are currently no meetings set for February and March. Partly because we have a NY State Education School review in March!

Student Council Crew(SCC) had a meeting with administrators. The SCC is looking into a pre-council crew, maybe a 6th-8th grade student group to represent those grade levels. The crew wants to develop a SCC website on the school page to keep people informed. They are trying to use an agenda like SBPT: designating roles, keeping minutes and sharing them with the school community.

Some of the initiatives they are discussing for this year are:

* Mix it up Day- which would provide opportunities for students to interact with other students they don’t normally interact with. They are considering Oct. 23rd and would like to have English teachers help facilitate these experiences in their classes. The SCC plans to provide readings at varying levels.
* Senior Privileges- (meet with and get feedback from administration and teachers. The SCC would like to determine all initiatives for the year by January 2019)
  + Dress Your Best Day(Mondays),
  + Griffin Pride Day (game days, but need to figure out how to deal with non-Griffin wear)
  + Picnic
  + Payment plan- (set amount that each Senior would pay to get a package of things: yearbook, graduation cap and gown, picture sitting fee, Senior trip to Camp Cory, Senior hoodie)
  + Senior advisory board- help make proposals, try to get more involved students involved.

Respectfully submitted,

Kerry Robertson

October agenda items:

* Design task teams- reconsider which should stay, change, or go