



5910 FSCS Site Leadership Team Agenda

Purpose and Function: develop school-specific community schools programming goals, assess program needs, and oversee the process of implementing expanded programming.

Norms: Use [Restorative Language](#), ask questions for understanding, monitor [restorative conversation checklist](#)

Responsibilities:

- 1) Have at least 12 members where at least 30 percent of the members are parents, guardians, or students; and 30 percent of the members are educators at the school site; and the team must include the school principal, the full-service community school site coordinator, and representatives from partner organizations.
- 2) Meet at least monthly and maintain meeting agenda, attendance, and minutes.
- 3) Oversee the Comprehensive Needs Assessment and the creation of a Full-Service Community School plan.
- 4) Align full-service community school planning with Title 1 School improvement and World's Best Workforce plans.
- 5) Make the list of Full-Service Community School Leadership Team members, the full-service community school plan, and the site community school coordinator available to the public at the school site and on the school website.
- 6) Have ongoing responsibility for monitoring the development and implementation of full-service community school strategy, the site's FSCS plan, budgets, operations, and programming at the school site.
- 7) Gather and review participation, services, programs, and resources, budgets, schedules, policies, impacts/outcomes (including qualitative and quantitative), and participant satisfaction data and analysis.
- 8) Issue data-based decisions and recommendations to the school on a regular basis. 9) Contribute to the Annual Report (form will be provided) to the Minnesota Department of Education at the end of each year of the grant award period.

FSCS Leadership Team Members:

BCE	Team Leader: Site Coordinator Team members: Early Learning Manager, BCE building administrator, Family Liaisons,
BCS	Team Leader: Site Coordinator Team members: BCE building administrator, Family Liaisons

5910	Team Leader: Site Coordinator Team members: Alternative Programs administrator, Childcare Supervisor, Family Liaisons
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FSCS Leadership Meeting Schedule: Monthly

Communication:

Data used and Team Evaluation:

Meeting Agendas:

[October](#)

[November](#)

Date: October 30th, 2024

Members Present:

- Yazmin Guzman (ECA Site Coordinator)
- Albert Mcgee (Plus Coordinator)
- Gabrielle Sagby (Special Education Teacher & Get Ready Coordinator)
- Forrest Knapp (Math Teacher)
- Janedit Adame Silva (Student)
- Renee Starr (BCCS Community Schools)
- Madeline Anderson-Sarno (Community Health Specialist)
- Armando Oster (City of Brooklyn Center)
- Bethany Seehusen (School Counselor)
- Christina Jones (City of Brooklyn Center)
- Dianne Bari (Enrichment Partnership)
- Karima Dixon (BCCS Family Liaison)
- Yaya Cochran (Intentions)
- Alex Collins (BCCS Community Engagement)
- Carrisa (Annex Partner)

Members Absent:

Roles Assigned:

- Facilitator: Yazmin Guzman
- Notetaker: Alex Collins
- Timekeeper:
- Other:

Purpose or goal for this meeting: develop a common understanding of the purpose and function of the FSCS Site Leadership Team and begin planning to develop an FCSC plan.

AGENDA ITEM	TYPE	DECISION LEVEL	TIME ALLOCATED
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Olivia Doeden	Update ▾	None ▾	3:00-3:15 pm
Welcome and intros	Discu... ▾	None ▾	RP Cards Questions 3:15-3:30 pm
Team overview and purpose	Update ▾	None ▾	Go over the CS 6 key practices for everyone to get familiarized with as the school year continues 3:30-3:40 pm -goals: health services and building a family resource room, family engagement, and student engagement -purpose: continue to build goals and create new ones, collect data, and better serve families and students -what would be a specific question; what are you looking for from the city? -continue to have communication with the city; bringing families and the city in; donations -The community schools model should be an access point to community needs
Data plan for FSCS plan development	Discu... ▾	This team... ▾	Improving and building onto ECA's plan within the 6 key practices of Community Schools 3:40-4:00 pm -increasing enrollment: community development from the city -looking at data on the impact of enrichment (next meeting) -what enrichments we can bring in -how many students are going to college and trades after they leave (next meeting) -understanding panorama; making small groups of enrichment in panorama and seeing the impact from them (track what students like to do) -staying connected with graduates; tracking what they're doing now (a more formal thing) -financial literacy of education; how students and families can understand it

		<ul style="list-style-type: none"> -Old national bank - Raashan (working with the what's next; life skills) -Katrice (get ready program) -barrier: soft skills (opportunity comes but don't know how to pitch themselves; connecting with opportunities they have-unsaid barriers) -dream tracking: setting up shadowers, coming to speak to students (opportunities for what students want to do) -giving skills to students while they're here -filling time for enrichment programs; getting info out: enrichment option for training on what's available in FRR (become experts and advocates) -how family liaisons can support student and their family -goal of enrichment: 90 minutes of having something fun and educational (students get to choose) -how do we choose a successful enrichment program? -are we offering things they want? -tough to get enrichment data but making sure to get what students want -how do you measure good days and bad days? -teachers measure it through participation in enrichment; engagement; and desire to be connected to school -opportunity to do it like an evaluation (course eval) -students enjoy enrichment; given the choice to do what they want to do (not forced); having multiple choices; fun (seeing what everyone did and hearing about what everyone did) -youth leadership opportunities (collaboration) -feedback from students daily (simple stuff: thumbs up); consistently -Youth Programs Quality Assessment -Health Resource Center (HRC): gave teachers understanding and tour of HRC -I still have a hard time with consent forms
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			<p>(especially from ECA)</p> <ul style="list-style-type: none"> -Dr only here on Tuesday -pushing consent forms -want the dentist to come but need a consent form -connect with insurance -increasing access -for sure see 2 kids every time (improvement) -therapist 2 times a week (same one help; helps connection); available in summer too <p>-enrollment: 63 students (started at 57)</p> <p>-about 7 started in term 2</p> <p>-4 enrichment programs (cooking, biking, soup group, homework help)</p> <p>-colleges coming this next month (Hennepin Tech for sure)</p> <p>-students want tours at 4-year colleges</p> <p>-will there be data analysis of careers students are interested in?</p> <p>-knowing that will help who we can bring in, networking (community partners)</p> <p>-problem-solving skills for students</p> <p>-helping students problem-solve everyday life issues</p> <p>-drivers ed is free to district students</p>
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Summary of work accomplished today and discussion:

In this first Full Site Community Schools Site Leadership Team Meeting for 5910 led by Yazmin Guzman, she talked about the goals and purpose of this group. The purpose is to continue building new goals, collect data, and better serve families and students. The goals are focused on health services and building a family resource room, family engagement, and student engagement. Yazmin also discussed the goals of enrichment at the ECA, collaborating with the Health Resource Center (HRC) helping students utilize them more, and helping students problem-solve everyday life issues.

Decisions made today:	Communication Action Steps (What information needs to be communicated out, who will communicate and when?)
Having a data analysis of careers students are interested in	Knowing who to bring in for networking (community partners, shadowing)
Health Resource Center (increasing access)	Getting consent forms back from students
Looking at data on how enrichment helps engagement and what students want	Gathering data from students

Follow-up Needed/Parking Lot:	
Data or Resources Needed for Next Meeting:	
Date of Next Meeting:	December 4th 2024


Date: December 4th

Members Present: Yazmin Guzman (ECA Site Coordinator), Karima Dixon (BCCS Family Liaison), Debby Erickson (Health Service Manager), Albert Mcgee (Plus Coordinator), Bethany Seehusen (School Counselor), Gabrielle Sagby (Special Education Teacher & Get Ready Coordinator), Madeline Anderson-Sarno (Community Health Specialist), Forrest Knapp (Math Teacher), Sia (Student), Alex Collins (BCCS Community Engagement), Andrea Saunders (Assistant Principal)

Members Absent:

Roles Assigned:

Facilitator: Yazmin
Notetaker: Alex
Timekeeper:
Other:

AGENDA ITEM	TYPE	DECISION LEVEL	Notes
Focus Goals (Yazmin)	Update ▾	None ▾	-Two students received glasses -Two students received vaccines -Rolling out an exit ticket to see how students enjoy enrichment or what could be better -Starting Term 4 students can go to Blue Barn to play basketball during enrichment (able to stay active and be involved during enrichment time) Tracker-  FSCS-Leadership Team Data Live ...
FACE model for Family Engagement (Renee)?	Other ▾	None ▾	https://drive.google.com/file/d/16Au8z-A0mJxX8ZRDzAoMaQoOd0HWc16j/view?usp=sharing

<p>Post Grad Goals (Beth)</p>	<p>Update ▾</p>	<p>None ▾</p>	<ul style="list-style-type: none"> -Using a 9 question google form -Trying to get out no later than January during Term 5 -Form includes: Interests, excitements, worries, projecting to the future, MN Career Cluster/ Pathways (interests in pursuing), post-secondary plan (including where), how the ECA staff support student (action steps) -Asks all students not just seniors, to see if plans/ interests change <p>Partner with College and Career at BCS?</p> <ul style="list-style-type: none"> -Have their own, but idea to link with BCS and consider how it could work
<p>JAG (Albert) Student Union (Yazmin) WBL (Masue)</p>	<p>Other ▾</p>	<p>None ▾</p>	<p>JAG (Jobs for American School Graduates):</p> <ul style="list-style-type: none"> -Trade school, decision-making and problem-solving, SEL, RP, college prep -Small group right now, the goal is to make the whole school involved -Have a checklist for students to check off their progress in preparation for their future -Interview skills, soft skills, hard skills <p>Student Union:</p> <ul style="list-style-type: none"> -Started 3 years ago -Community building, leadership, college visits, getting students into the community, Feed My Starving Children -Help with Centaur Beginning during fire drills -Competitions within ECA

			<p>-Idea: Thoughts on doing stuff relative to holidays, fundraising, and sponsoring a family. Go shopping for the family during the holidays.</p> <p>-Doesn't need to be holiday-related</p> <p>-Bring into conversations at the student union to start planning</p> <p>WBL (Work Based Learning):</p> <p>-Figuring out careers students want to go into</p> <p>-Lots of students don't want to go to college, want to go straight to work (trades)</p> <p>-Working with students on resumes</p> <p>-Bringing in speakers to talk to students (ex: Real world- loans, money)</p> <p>-Finding guest speakers for students, get more career-based things (speakers in the hands-on fields; small businesses)</p> <p>-Reaching out to alumni</p> <p>-Current college students coming in; want to hear on a personal level; what goes on</p> <p>-How do we create an alumni pool?</p> <p>-How do we keep connections?</p>
Action Items (Renee)	Update ▾	None ▾	

Summary of work accomplished today:

From the second 5910 FSCS Site Leadership Team meeting Yazmin talked about how the ECA is rolling out exit tickets to gather feedback on enrichment activities. Also, starting term 4, students can play

basketball during enrichment at Blue Barn. A 9-question Google form will track students' interests, career pathways, and post-secondary plans. The JAG program focuses on career preparation, and the Student Union engages in community-building activities like volunteer work and fundraising. Work-based learning helps students explore careers, especially in trades and connects them with career speakers and alumni. The ECA is also working on building and maintaining alumni connections for career insights.

Action steps:

- How do we create an alumni pool and stay connected with alumni?
- Getting feedback for post-grad goals.
- Getting input from Enrichment.
- Continue to push HRC packets and resources we have.

Communication to Site Leadership Team:

Other Communication:

Parking Lot:

For next meeting:

- January 8th, 2025

Date: Feb 5, 2025

Members Present: Yazmin Guzman (ECA Site Coordinator), Albert Mcgee (Plus Coordinator), Madeline Anderson-Sarno (Community Health Specialist), Christina Jones (City of Brooklyn Center), Yaya Cochran (Intentions), Alex Collins (BCCS Community Engagement), Mary Edmunds (Safe Routes to School Specialist), Sani Sabal (Family Engagement Specialist)

Members Absent:

Roles Assigned:

Facilitator: Yazmin

Notetaker: Alex

Timekeeper:

Other:

AGENDA ITEM	TYPE	DECISION LEVEL	Notes
Feedback for post-grad goals	Data R...	None	Bethany (Yazmin)
Feedback from Enrichment	Data R...	None	Yazmin -Data from 5 Wednesdays (not including today) -Students enjoy gardening club (partnership with UofM) -Nature and navigators (partnership with UofM) starting soon (6 week program) -New clubs: ACT Prep and Man Up Club -Basketball is a favorite with students; combined with high school -Bikes (if nice) starting in April -Intentions (Yaya) running creative tools (hands-on) -Annex is TBD for the rest of the year because of funding -Cooking is also popular with students
Feedback from JAG	Data R...	None	McGee

			<ul style="list-style-type: none"> -Taking a college class started last Wed -14 members but try to do it with all seniors -Build portfolios and resumes, cover letters, interviews, and letters of reference -Collab with work studies teacher
Student Union	Update ▾	None ▾	<p>Student-led</p> <ul style="list-style-type: none"> -Started 3 years ago -Pushing for student union- advisory game once a month -Trying to get a student-led convo once a month <p>Rolling out a drop everything and work:</p> <ul style="list-style-type: none"> -Students can come (teachers and students) -Get dinner and work on the mural -Getting caught up on schoolwork -Valentine's Day friendship letters -BrooklynK coming in -Fort Snelling for outdoor activities -4 students in the Black History Month Celebration for the first time on 2/21 -Parent Appreciation Night on 2/25 (4:30-6:30 pm) -Trying to figure out what to do for Black History Month Celebration during advisory
Alumni Pool Contact	Update ▾	None ▾	<p>Saunders</p> <ul style="list-style-type: none"> -Trying to come up with a contact to bring organizations in to talk to students -Students want to know what alumni are doing now -Student panel

			<ul style="list-style-type: none"> -Lots of students are interested in trades and hands-on -Figuring out what their passions are -Bring in community members for mentorships -Create a form, where someone who signs up to be a community partner can tell us what they can offer to students
HRC	Follow-... ▾	None ▾	<p>Yazmin (Madeline)</p> <ul style="list-style-type: none"> -22 students that said they needed glasses -Out of the 22, 5 referrals were completed, 3 got to see the doctor yesterday -Everyone else Debbie would like to screen -4 students have come to see the dentist -Miller and Yazmin coordinated rides -4 students had all the paperwork ready to go but 1 didn't come to school so couldn't go to the eye doctor (HRC) -Have someone from HRC come to advisory (presentation) -Someone from Health Partners to come out and talk about being a doctor -Students have access to all the free stuff -HRC has its entrance (don't need to go through BCS) -Have the Student Union put the word out there -Can use the TV to send out info
FACE	Update ▾	None ▾	Renee

Summary of work accomplished today:

The first discussion topic was about feedback from Enrichment. Data from five Wednesdays (excluding today) shows students enjoy the gardening club, which is in partnership with UofM. A new 6-week "Nature and Navigators" program with UofM will be starting soon. New clubs such as ACT Prep and Man Up Club have been introduced. Basketball remains a favorite, now combined with high school teams. Bike activities are planned for April, weather permitting. Yaya's "Intentions" program offers hands-on creative tools. The Annex's future is uncertain due to funding. Cooking continues to be popular with students. McGee reported about JAG. A college class started last Wednesday with 14 members, focusing on the seniors. The class aims to build portfolios, resumes, cover letters, interviews, and letters of reference, in collaboration with the work studies teacher.

Student Union started three years ago and they are pushing for a student union with an advisory game once a month. They're also working on a student-led conversation each month. A "Drop Everything and Work" initiative is being rolled out, where students and teachers can come, get dinner, and work on the mural or catch up on schoolwork. For Valentine's Day, students will write friendship letters, and BrookLynk will be coming in. Fort Snelling will host outdoor activities, and for the first time, four students will participate in the Black History Month Celebration on 2/21. There will also be a Parent Appreciation Night on 2/25 from 4:30-6:30 pm, and they are working on plans for the Black History Month Celebration during advisory.

Another topic of conversation was working on creating a contact to bring organizations in to speak with students. Students are interested in learning what alumni are doing now and are eager for a student panel. Many students are interested in trades and hands-on work, and they're exploring their passions. The plan is to bring in community members for mentorships and maybe create a form for community partners to share what they can offer students.

Madeline from the HRC reported that 22 students needed glasses, and of those, 5 referrals were completed, with 3 seeing the doctor. Debbie plans to screen the remaining students. 4 students have visited the dentist, with Miller and Yazmin coordinating rides. Four students had their paperwork ready, but one missed the appointment because they didn't come to school. They are planning to have someone from HRC visit advisory for a presentation and someone from Health Partners to discuss being a doctor. Students have access to free services, and HRC has its own entrance, so they don't need to go through BCS. The Student Union will help spread the word, and the TV can be used to share information.

For next meeting:

- March 5, 2025

Date:

Members Present:

Members Absent:

Roles Assigned:

Facilitator:

Notetaker:

Timekeeper:

Other:

AGENDA ITEM	TYPE	DECISION LEVEL	Notes
	Update ▾	None ▾	
	Update ▾	None ▾	
	Update ▾	None ▾	

Summary of work accomplished today:
Action steps: <input type="checkbox"/> (PERSON RESPONSIBLE)
Communication to Site Leadership Team:
Other Communication:
Parking Lot:
For next meeting: ●