



## BCE 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:

[November](#)

**Date:** November 14, 2024

**Members Present:** Laura Ringen, Renee Starr, Keisha Davis, Karima Dixon, Myko Fuller, Kari Harlan, Alex Collins, Dani Hatcher, Yaya Cochran, Mercedes Charles, Mina Lein

**Members Absent:**

**Roles Assigned:**

Facilitator:

Notetaker:

Timekeeper:

Other:

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

AGENDA ITEM	TYPE	DECISION LEVEL	Notes
Welcome and intros	Update ▾	None ▾	
Team overview and purpose - Renee	Update ▾	None ▾	-Understand the purpose of FSCS Site Leadership Team -Assessing needs and expanding the process -What data we can bring to help develop a FCSC plan - <u>Goal</u> : have 30% of members be parents, guardians, or students (leaning more on adults) -Contribute to needs assessment and contribute to FSCS -This team gets to decide what our full service plan is
Data plan for FSCS plan development and family engagement planning	Update ▾	This tea... ▾	-Brainstorm data that we want to bring back together for next month and see what we want to focus on in our service plan  -Dream of a plan for a way to celebrate kids

		<ul style="list-style-type: none"> <li>-Helps motivate kids and keep them doing their best</li> <li>-Kids getting excited about themselves and their community</li> <li>-Enhance culture, belonging, safety and care (help enhance and reach our goals)</li> <li>-Can reach out to other schools and parents (get feedback)</li> <li>-Takes teachers, families, and student to build criteria for those who can be recognize (not punishing things kids can control- attendance)</li> <li>-Character development award (celebrate students that way as well)</li> <li>-Competitive academic pieces</li> <li>-Honor Roll breakfast</li> <li>-Incorporate awards in Night of Brilliance</li> <li>-Academic and character standard (success looks different for every child)</li> <li>-Other students will see and then want to do it ("Get to moment"); feel good for both students and family</li>   <li>-Collaborative leadership, shared power and voice</li> <li>-What is the student council like? What is the survey like?</li> <li>-Parents coming in and running a lesson? Paying staff over the summer to learn how to build curriculum in classrooms</li>   <li>-We get connection forms 20-40 times a week across all 3 buildings</li> <li>-Use that to piece out what families are being referred to, what families need and have someone come in from county and help (example)</li> </ul> <p><b>Need:</b></p>
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			<p>Partner with corporations to have volunteers come in the classroom</p> <ul style="list-style-type: none"> <li>-Help scholars who are struggling</li> <li>-When behaviors come up (child checked out, ashamed) scholars don't try; if we have consistent support, can have someone to help them</li> <li>-Lowering ratio to student to adult support in classrooms (be more responsive to challengers students are having academically)</li> <li>-“Adoptive grandparents”, “Big brothers/ sisters”, help for teachers (helping hands)</li> <li>-Bringing in high school students, can relate and be role models to students</li> <li>-Classroom credit for high schoolers</li> <li>-Can have an option during enrichment times at middle and high school, get group to come over to elementary and do different activities with elementary students</li> <li>-How does a senior at BCS come to BCE? (AVID kids and teacher teaches class that comes over; varsity football group come on Wed; Mr. Baker class- connected to Grow Your Own)</li> <li>-Bus cost can affect things</li> <li>-Can connect with Ms. Yaya and Intentions</li> </ul> <p><b>Need:</b> Culture of belonging, safety, and care</p> <p><b>Need:</b> Crisis Support for families (single moms especially) potential partnerships on the systemic level; families getting basic needs met</p> <ul style="list-style-type: none"> <li>-Support group (space to talk through feelings)</li> </ul>
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			<p>-Hard part getting people to come; can have all the spaces but getting people to come is hard</p> <p>-With support, will grow scholars (give more time to grow and engage with parents)</p> <p>-How can we celebrate kids as well as parent?</p> <p>-Power of Zoom: don't have to figure out weather, childcare, etc (make option for both in person and on Zoom)</p> <p>-Extended families raising children (how to navigate system)</p> <p>-FamiliesRising (new partner); staffed with people with lived experience</p> <p><b>-How do we close the loop on making everyone aware of partnerships?</b></p> <p>-There was a need at secondary for different approach to welcome 6th grade families (can implement things like that at BCE)</p> <p>-RP team and Admin go over to check in on students (help relationships); sharing staff to build stronger relationships that students had build at BCE to help them at BCS</p>
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**Summary of work accomplished today:**

At the Brooklyn Center Elementary School Full Service Community Schools Site Leadership Team Agenda, Renee Starr and Myko Fuller went over the purpose of this meeting. The goal for this team is to have 30% of members be parents, guardians, or students (leaning more on parents because of it being an elementary school). The purpose of this meeting is to brainstorm ideas of data that we want to bring back for our meeting next month and figure out what we want to focus on in our service plan. We discussed needs that we wanted this group to focus on for BCE. The plan focuses on celebrating student achievements, fostering a sense of belonging, and enhancing community engagement. It includes recognizing academic and

character development through events like Honor Roll breakfasts and the Night of Brilliance, while ensuring success is defined individually. Collaboration among students, families, and staff is key, with opportunities for student leadership, parent involvement, and mentorship from high schoolers. There's also an emphasis on providing crisis support for families, particularly single parents, and connecting them with community resources. Volunteers and corporate partnerships are wanted to support classrooms and struggling students, while a focus on relationship-building helps ease transitions between schools. Finally, efforts to increase family engagement, including virtual support options, aim to strengthen the overall school community.

**Action steps:**

- Bring back data to focus on for next meeting

**Communication to Site Leadership Team:**

**Other Communication:**

**Parking Lot:**

**For next meeting:**

- December

Date: Mar 13, 2025

Members Present: Mercedes Charles, Myko Fuller, Yaya Cochran, Sani Sabal, Laura Ringen, Keisha Davis, Renee Starr

Members Absent:


Roles Assigned:

Facilitator: Sani Sabal, Renee Starr

Notetaker: Renee Starr

Timekeeper:

Other:

AGENDA ITEM	TYPE	DECISION LEVEL	Notes
Welcome & Ice Breaker	Discuss... ▾	None ▾	What is something you're passionate about outside of work?
Family Engagement Work Session	Discuss... ▾	Input ▾	 <b>Copy of FE Template - BCE FSCS L...</b>
Project follow up from November meeting	Follow-... ▾	This team... ▾	<ol style="list-style-type: none"><li>1. Enhancing Culture of Belonging, Safety, and Care - celebrating students, adult volunteers to support students</li><li>2. Shared Power and Voice - Student Council</li><li>3. Family Engagement - Crisis Response</li></ol> <p>What should we prioritize? Keisha Davis: academic celebration at STEAM Night - use first semester data, use second semester for 5th grade demonstration</p>

			<ul style="list-style-type: none"><li>• Working with C&amp;I to pull the data - we can define the benchmarks that we're celebrating</li></ul> <p>Laura Rigen: Monthly newsletter - can someone from Community Schools (CS) partner on the newsletter, doing MailChimp - maybe Sani can help with this</p> <ul style="list-style-type: none"><li>• Can we make this the resource newsletter -</li><li>• Mercedes Charles: Can we do a single moms Facebook group? Opportunities for networking</li></ul> <p>STEAM night table about how to monitor kids phones and social media</p> <p>Keisha Davis: we need a parent educator - recording info sessions for parents (ex: how to make sure kids are sticking to a steady bedtime)</p> <ul style="list-style-type: none"><li>• Yaya Cochran: has lots of content that would be helpful for these</li></ul> <p>Huge need is addressing all media use</p> <p>Myko Fuller: required meetings for summer program participants</p> <p>Yaya Cochran: what are the expectations for all staff and how are they enforced - calling home, operating in certain ways for Tier 1 behavior</p>
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			<ul style="list-style-type: none"> <li>● Myko Fuller: Teachers aren't communicating home for whatever reason - can we do focus groups to better understand these things from teachers, and then also hearing from parents about how they want to be communicated with</li> <li>● Keisha Davis: to develop COMMUNITY AGREEMENTS for behavior for how we treat one another</li> <li>● How can teachers who excel at communicating teach and share?</li> <li>● Keisha Davis: How can we teach more about RP to parents</li> <li>● Yaya Cochran: Can we get data on what parents want to learn?</li> </ul> <p>Summer learning PD: ask an experienced Teacher - routines, classroom management and engagement, how to comm with parents, IEP data, etc.</p>
Action Steps	Other ▾	None ▾	<p>Renee, Myko, and Sani will sit down, determine goals, and action plans, then reach back out to others for action steps</p>

**Summary of work accomplished today:**

**Action steps:**

- Academic celebrations at STEAM Night
  - Renee will talk to Jena and Ellen about awards and benchmarks
- Sani will manage monthly newsletter
  - Meeting with Laura Rigen March 21
  - Renee will make sure Sani is set up with Mailchimp and Olivia's approval
- Table at STEAM Night on phones and social media for parents
  - Renee will start doc and send an email to Mercedes and Karima to compile resources
  - Team can design the resources that go out there
  - Renee will reach out to the BBA about their social media use project
  - Cheat sheet of acronyms
- Parent educator, recording sessions
  - Team will explore as cohort of involved parents grow and we learn more about what they want and need
- Summer meetings for parents:
  - Community Schools (CS) team will explore in summer planning meetings
- Family engagement expectations
  - CS team will support through MTSS process
  - Visual data on growth at conferences/data walk

**Communication to Site Leadership Team:**

**Other Communication:**

**Parking Lot:**

**For next meeting:**

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