

School-Based Planning Team

Date: March 17, 2021

Time: 3:30pm - 4:30pm

Location: Francis Parker School No. 23

Facilitator: Greg/Jaime

Time keeper: Jessa

Note taker: Jenn

Norms Tracker: Carla

Members Present: Katie Yarlett-Fenti, Carla Roberts, Patricia Taboada-Serrano, Jenn Rothfuss, ~~Patricia McKinney~~, Kevin White, ~~Annette Kirton~~, Greg Kunzer, Caroline Carello, Jaime Kamauf, Jessa Perez

Schedule [60 min]

Time	Mins.	Action/Activity	Person Responsible	Target Dates	Status
3:30 pm - 3:33 pm	3	Review objectives for today/Agenda Standing Items: <ul style="list-style-type: none"> • Assign Times & Roles • Review Norms • Approval of Minutes • Professional Development • Shared Governance Report Out • SCEP Progress Monitoring • New Business • Agenda for next meeting • Pluses/Deltas New Business: <ul style="list-style-type: none"> • Winter NWEA Data Walls 	Katie		
3:33pm - 3:35pm	2	Topic: Assign Roles NOTES: <ul style="list-style-type: none"> • Done 	All		
3:35pm - 3:37pm	2	Topic: Review Norms NOTES: <ul style="list-style-type: none"> • Take an inquiry stance • Ground statements in evidence • Assume positive intentions and take responsibility for impact • Stick to protocol and hear all voices • Start and end on time • Be here now • Expect non-closure • Expect discomfort in the service of learning 	All		

3:37pm - 3:39pm	2	<p>Topic: Approval of Minutes</p> <p>NOTES: No discussion</p> <ul style="list-style-type: none"> Minutes were approved. 	All		
3:39pm - 3:41pm	2	<p>Topic: Professional Development</p> <p>NOTES:</p> <ul style="list-style-type: none"> No new proposals Review DESSA Mini PD Report Out on 3/17. The PD provided more training on how to use the data from the DESSA Mini and access the reports to provide targeted SEL support. 	Carla		
3:41pm - 4:01pm	20	<p>Topic: Shared Governance Report Out</p> <p>NOTES:</p> <p><u>Rigorous Academics:</u></p> <ul style="list-style-type: none"> Grading and Report Card- The District has not put out any new guidance, as all academic procedures in the District are under review by the new Chief Academic Officer and Deputy Superintendent of Teaching and Learning. Held three Wednesday PDs with staff on RACE acronym with rubrics, CUBES acronym with rubrics, and crosswalk with heavily tested NYS standards on state tests and alignment of constructed response and multiple choice questions with these “focus standards.” PBLs - Instructional Leadership Team will discuss at the next meeting. Parents might appreciate seeing a how-to Zoom or video of RACE and CUBES. Possibly do breakout rooms to demonstrate different aspects of each. Maybe create a RACE and CUBES document for all teachers to send home when it’s being introduced. Sixth Grade employs the Three Reads Strategy for math word problems. It involves reading for the gist, reading for the question, and reading for important information. The procedures of CUBES could be brought in with the final read. <p><u>Building Relationships:</u></p> <ul style="list-style-type: none"> We created a Teacher Survey to determine where teachers were in their roll-out of SEL time and instruction in their classrooms and how the Team could support them with resources, etc. We started getting responses from the teachers. We are now analyzing the data to see what teachers need. From the responses teachers need tools, such as activities and videos. We created a google doc folder that will house SEL activities and resources. We will share that with staff. Patricia will reach out to Dex from Playworks for resources. 	Team Leaders		

		<ul style="list-style-type: none"> • Update: Dex sent a survey to all staff to determine how his resources can best be utilized in classrooms. He is also now available to support our school directly on Mondays with transition ideas and recess activities. Teachers who completed the survey were given the option to set up a schedule for Dex to work directly with their classes on Mondays. <p><u>Community Excellence:</u></p> <ul style="list-style-type: none"> • Virtual Lion’s Den: looking to add as many teachers as possible to spice it up a bit • Created a communication survey and shared it with admin/PTA/teachers to be sent out. Posted it on the school website, both Facebook pages, Twitter, and teacher parent platforms. • What is the due date? March 26th is the deadline for the survey. <p><u>Equity and Student Engagement:</u></p> <ul style="list-style-type: none"> • We are approaching the end of our project: creation of a resource bank for the School Community which is designed for families, teachers, students...the resources range from Social Emotional Health, Community Resources, Health & Physical Activity, Tech Support, Academic Support- • The Website will be released to teachers March 22, 2021 for them to review and provide feedback to the team. An April date will be set for release to parents. • Collaborating with the Community Excellence Committee; Survey developed by the Community Excellence Committee; currently awaiting the results of the Parent Survey to analyze the data regarding parent communications & building relationships. 			
4:01pm - 4:10pm	8	<p>Topic: SCEP Progress Monitoring</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Shared the updated SCEP document with new completion dates around. • Shifted Wednesday Staff Academic Meetings and morning PD to focus on Hallmark 3- Writing (constructed response and multiple choice included). All dates have been updated in the SCEP in both the ELA & Math sections. • April 19th, we will switch back to Hallmark-2. • Hallmark-4 is pushed to September 2021. • Dates regarding the Communication Survey are dependent upon the completion of the survey that is currently live. • How is the SEL being shared with families? Can it be shared through classroom newsletters? • Tool needed to track SEL & SCEP and its implementation. 	Katie		

4:20pm - 4:26	6	<p>Topic: New Business- Winter NWEA Data Walls</p> <p>NOTES:</p> <ul style="list-style-type: none"> • Summary of the Data Wall shared with the team. We have two groups of students that could impact our status as a school. Teachers spent Academic Meeting time adding more information regarding each student. • What are the steps that are in place for each student to help them move? • Is there a pattern within each group that we can study and implement to help move our students, specifically our students of color? • NWEA results. Parents should be getting these mailed. 	Katie						
4:26pm - 4:28pm	2	<p>Topic: Agenda for Next Meeting</p> <p>NOTES: Next Mtg. April 21st @ 3:30pm</p> <p>Standing Items:</p> <ul style="list-style-type: none"> • Review Norms (Standing) • Approval of Minutes (Standing) • PD Approval (Standing) • Shared Governance Report Out (Standing) • SCEP Progress Monitoring (Standing) • Agenda for next meeting (Standing) • Pluses/Deltas (Standing) <p>New Business</p> <ul style="list-style-type: none"> • SEL Progress Monitoring Tool with a feedback loop for families. Streamline it too- • Progress monitoring for our SCEP plan. 	All						
4:28pm - 4:30pm	2	<p>Discuss what worked well about this meeting and what we would like to change next time</p> <table border="1" data-bbox="349 1192 1511 1375"> <thead> <tr> <th data-bbox="349 1192 889 1276">Plus +</th> <th data-bbox="889 1192 1511 1276">Delta Δ</th> </tr> </thead> <tbody> <tr> <td data-bbox="349 1276 889 1375">•</td> <td data-bbox="889 1276 1511 1375">•</td> </tr> </tbody> </table>				Plus +	Delta Δ	•	•
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