



FLOWER CITY SCHOOL 54  
IGNITING MINDS, LIGHTING PATHS!

## School-Based Planning Team - Running Agenda 2025-26

Date	Time		Location
Nov 6, 2025			Conference Room
Facilitator	Notetaker	Time Keeper	Next Step Tracker
D. Lawton-Greggs	S. Sookram	T Hilbert	S Lewis

		<p><i>We believe in respect and equality. We believe in empowering all. We believe in us and our future. We can be anything we want to be.</i></p>	
<b>School #54 Mission</b>		<p><i>We promote a safe and caring learning environment where students can celebrate culture and diversity.</i></p> <p><i>Through restorative practices, we foster a community of collaboration where all are valued.</i></p> <p><i>We honor achievement and provide positive experiences to help all members of our Flower City School community develop deep-rooted talents and skills for continuous learning.</i></p>	
<b>Meeting Objectives</b>		<p><i>Participants will...</i></p> <ul style="list-style-type: none"> <li><i>Reflect on their leadership work and plan for continuous improvement.</i></li> <li><i>Apply questioning, facilitation, and decision-making strategies that facilitate adult learning and structure meaningful conversations that drive improvements in teaching and learning.</i></li> <li><i>Review the School Improvement Plan (SIP) to assess implementation progress and impact on student learning</i></li> </ul>	
Time	Min	Activity	Notes
	10	Welcome	<ul style="list-style-type: none"> <li>2025-26 Plan: In-person w/ a link to join -need to meet once a month               <ul style="list-style-type: none"> <li>Dec 3rd</li> <li>Jan 7th</li> <li>Feb 4th</li> <li>Feb 25th- SBPT/BCPT meeting</li> <li>March 4th</li> </ul> </li> </ul>



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			<ul style="list-style-type: none"> <li>○ April 8th</li> <li>○ April 15th (Interviews for teachers) Virtual (4:30-7:30)</li> <li>○ May 13th</li> <li>○ June 3rd</li> <li>● Motion to begin <ul style="list-style-type: none"> <li>○ Shannon 1st</li> <li>○ Terri 2nd</li> </ul> </li> </ul>
	10	Survey Fall Review	<ul style="list-style-type: none"> <li>● Commitment Family Survey Results <ul style="list-style-type: none"> <li>○ Data will be sent to the Attendance team</li> <li>○ Dec Winter Survey- what should be added?</li> </ul> </li> </ul>
	10	Score Updates	<ul style="list-style-type: none"> <li>● NYS Growth Report</li> <li>● ELA and Math Growth: 4's across the board</li> <li>● Attendance- Come up with something to show that attendance matters <ul style="list-style-type: none"> <li>○ Parents have a lot going on- how can they stay involved?</li> <li>○ Ways to keep parents in the building and connected...</li> <li>○ How can we include community outreach?</li> </ul> </li> </ul>
	15	PLCS and Grade Level Meetings	<p>Independent Grade Level Calibration: Proposed agendas:</p> <ul style="list-style-type: none"> <li>● Data Entry</li> <li>● Field Trips</li> <li>● Curriculum unpacking and planning</li> <li>● Pacing Review</li> <li>● SST Early Intervention Steps</li> <li>● Lesson planning</li> <li>● <i>And not limited</i></li> </ul>
	5	PDs	<ul style="list-style-type: none"> <li>● School-Based 1-Hour Professional Learning Dates <ul style="list-style-type: none"> <li>○ Nov 12th Staff</li> <li>○ Dec 10th- District</li> <li>○ Jan 14th Staff</li> <li>○ Feb: District</li> <li>○ March 11th- Staff</li> <li>○ May 6th- District</li> </ul> </li> </ul>
	10	Daily Lesson Plans	<ul style="list-style-type: none"> <li>● For all departments (ESOL, speech, Intervention, etc.) <ul style="list-style-type: none"> <li>○ Include: Lesson Number, Unit Number, Lesson Topic, Learning Intention, Success Criteria)</li> <li>○ What happens with a sub lesson?</li> <li>○ Can we create a template? <ul style="list-style-type: none"> <li>■ Constituency feedback requested via reps</li> </ul> </li> </ul> </li> </ul>
	10	Title 1 Parent Engagement	<ul style="list-style-type: none"> <li>● <a href="https://docs.google.com/presentation/d/1dpJhUVwjH9NYd54bbBHURdxloYBArJ300ugBR_5Jzrk/edit?usp=sharing">https://docs.google.com/presentation/d/1dpJhUVwjH9NYd54bbBHURdxloYBArJ300ugBR_5Jzrk/edit?usp=sharing</a></li> <li>● Motion to Approve: all approved</li> </ul>
<b>ATTENDANCE</b>		<input checked="" type="checkbox"/> Demitria Lawton-Greggs, Principal	



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- ~~Stacey Sookram, Administrative Constituency~~
- ~~Megan Gamble, Teacher Constituency~~
- ~~Terri Hilbert, Teacher Constituency~~
- ~~Carrie Wright, Teacher Constituency~~
- ~~Shannon O'Brien, Teacher Constituency~~
- Tynisha Bradwell, RAP Constituency
- ~~Monique Shade, Parent Constituency~~
- ~~Shakeem Lewis, Parent Constituency~~
- ~~Maurice Young, Teacher Constituency~~

**NEXT  
MEETING  
DATE**

**ATTENDANCE TEAM CHECK-IN QUESTIONS:**

- Kinder requirements
- What research and information is being sent to parents regarding the importance?
- What percentage of the chronically absent are buses and walkers? What area?
- Why can't every student get a bus?
- Which grades are the worst?
- How will you communicate the importance of attendance to the grade level?
- Can we plan an attendance blitz?
- print attendance letters out for the Friday folders as well

LESSON PLAN FORMAT (LONG RANGE PLANS)

Motion to End: O'Brien  
Lewis